

**Position Title:** Secretary

**Term of Office:** Two (2) year term elected by the membership

**Responsibilities:**

- I. Records minutes of: Board of Directors meetings  
Membership Meetings
- II. Provide copies of minutes for the Membership Committee and the Board of Director meetings will be forwarded to the President for review prior to approval of the Aforementioned groups.
- III. Shall preside at OLCA meetings in the absence of the President, Vice-President.
- IV. Keep active file of all minutes for the past 5 years.
- VI. Notifies promptly all candidates on the ballot of the outcome of the election and notify the President of election results along with board of directors and then send out to OLCA yahoo group members.

**Meeting Attendance:**

1. Membership meetings
2. Board of Directors meetings
3. Finance Committee meetings
4. Tellers Committee