



## **POSITION DESCRIPTION FOR THE OFFICE OF SECRETARY**

### Overview

The Secretary shall attend all meetings of the Board of Trustees and ensure that the votes of CGFNS International are recorded and the Minutes of all transactions and other records are kept. The Secretary shall perform such other duties as may be prescribed by the Board of Trustees or President.

### Specific Duties

- Responsible for the maintenance of an accurate, written account of actions taken at Board and Executive Committee meetings
- Serves as Chair of the Bylaws Committee.