

## **Secretary/Historian Duties**

The Secretary/Historian Director, like all Directors, is expected to be on all conference calls and attend face-to-face meetings. Any Director living outside of Nashville will have expenses reimbursed for attending the face-to-face meetings (approximately 3 per year).

### Secretary

- Take minutes at all TSWB meetings (Conference calls are recorded.)
- Send out Certificates of Completion after conference

### Historian

- Maintain documentation of history of TSWB and conferences, meeting minutes, Best Statewide submission and awards, banners, photos, agendas

The Secretary/Historian is expected to attend all Board meetings and conference calls – held monthly with the exception of the last 4-6 weeks prior to the Statewide conference. During that period, calls may be more frequent. The Secretary/Historian must be willing to travel within the state of Tennessee up to 3 times per year for face-to-face Board meetings (travel expenses reimbursed by the Board.) The Secretary/Historian must also be able to attend the annual TN Statewide Payroll Conference. The Secretary/Historian must have access to a computer, laptop, smartphone and /or other electronic device that can be used for communication with Board members during the day, evenings, or weekends, as needed.

The Secretary/Historian shall have one (1) vote in all TSWB matters.