

Position Description for Secretary/LTN Reporter
March, 6, 2006

1. Takes minutes at the Section's annual meeting.
2. Takes minutes at Executive Committee meetings, forwarding the minutes to the officers no later than two weeks after the meeting.
3. Does Section correspondence as requested.
4. Serves on the Section's Executive Committee.
5. Writes articles about the Montpelier Section news for the *Long Trail News* as requested by the *LTN* editor. The articles may be a general account of recent Montpelier Section activities, or they may have a special focus.)
6. Maintains the Section's archives of inactive records and newsletters.
7. Maintains and distributes the job descriptions for all section officer positions.