

From Bylaws:
District Secretary

- (1) The term of office for the District Secretary shall be two (2) years and he/she may be re-elected for one additional term.
- (2) A full term must have passed before an individual who has previously served can be elected to the office again.
- (3) The incoming District Secretary shall assume the new duties during the MAATA Board of Directors' meeting at the NATA Annual Convention
- (4) The incoming District Secretary may attend the NATA District Secretaries' and Treasurers' Committee Mid-Year meeting, the MAATA Board of Directors meetings and conference calls prior to taking office.

From Policy and Procedures:
Duties of the District Secretary

- vii) Serves as an elected, voting member of the MAATA BOD
- viii) Serves on the Executive Committee
- ix) Serves as the MAATA Secretary Representative to the NATA's District Secretary/Treasurers' Committee.
- x) Serves as the custodian of all records and documents of the Association.
- xi) Serves as a member of the Finance Committee.
- xii) Arranges for the recording of all minutes of all Board of Director's Meetings and Business Meetings, then distributes the minutes within a reasonable amount of time subsequent to such meetings.
- xiii) Conducts the official correspondence of the MAATA as required in the Bylaws or as requested by the MAATA BOD.
- xiv) Brings to each meeting copies of the NATA By-laws; District By-laws; standing rules; voting membership rolls, and a list of standing and special committees.
- xv) Obtains and maintain a current and accurate mailing list from an official record of the MAATA membership.
- xvi) Reviews the MAATA By-Laws and Policies and Procedures.
- xvii) When changes to the MAATA By-Laws or Policies and Procedures are required, the Secretary makes recommendations to the MAATA BOD for revisions, deletions, or additions.
- xviii) Maintain an accurate and current record of issues and incorporate them into the By-Laws and Policies and Procedures as instructed by the MAATA BOD.
- xix) Supplies the MAATA BOD with an accurate record of all By-Laws and Policies and Procedures revisions, deletions, or additions at their annual meeting.
- xx) Informs all district members of renewal and nomination dates for serving on the board.
- xxi) Collects information and sends out email in compliance with NATA and MAATA policy to the membership as need arises.
- xxii) Informs the Executive Board regarding status of District membership.
- xxiii) Works in conjunction with the Elections Committee Chair on the organization and process of all elections, as detailed in the MAATA Policies and Procedures Manual.
- xxiv) Carries out all other duties as directed by the District President.
- xxv) This is a non-paying position