



Maryland Retired School Personnel Association

8379 Piney Orchard Parkway, Suite A • Odenton, Maryland 21113

Office: 410.551.1517 • Email: mrspa@mrspa.org

www.mrspa.org

SECRETARY

**QUALIFICATIONS, TERMS OF OFFICE AND DUTIES
(ACCORDING TO THE MRSPA BYLAWS)**

ARTICLE VI – OFFICERS

Section 2. *Qualifications*

- a. Officers shall be active members of both the Maryland Retired School Personnel Association and their local organization/association.
- b. Officers shall have served as an elected officer or as a committee chair of a local association.
- c. Officers shall have served the Maryland Retired School Personnel Association as committee chair, committee member, or member of the Board of Directors.

Section 3. *Terms*

- c. The term of office of the Secretary shall be for one year and may not exceed three consecutive years.

Section 4. *Duties of the Officers*

- e. The Secretary
Shall take the minutes and maintain a full record of all business transacted at regular and special meetings, meetings of the Board of Directors and the Executive Committee.

*Candidates for secretary should be able to use Microsoft Word and be familiar with email and sending Word documents as attachments via email.