

### **Charges for the Secretary, 2025-2026**

1. Shall be responsible for preparing minutes of all NADE's official meetings and distributing copies to Board members within 30 days after the close of the meeting.
2. Shall prepare copies of the proposed agenda, the reports of all NADE Board members, appointed Directors, and appointed Representatives and Committee Chairs, and other material as requested by the President for distribution at the Mid-year and Old Board meetings.
3. Shall be responsible for requesting and collecting all proxies prior to all NADE Board Meetings and General Membership Meetings.
4. Shall ensure that all NADE Board Meeting Minutes/Reports/Committee Reports are submitted to the President for approval to be added to the NADE website.
5. Shall prepare a synopsis of each official meeting of NADE to share with the CCP chair for distribution to the Chapter Presidents.
6. Shall report to the mid-year Board meeting and the annual General Membership meeting, summarizing in a 1-page executive summary highlights for reading at the General Membership meeting.
7. Shall mentor their successor in this role.
8. Shall send copies of all correspondence to the NADE President and President-elect.
9. Shall serve as repository for all NADE records submitted by NADE Board members.

## Secretary Correspondence

	President	Pres-Elect	Past-Pres	Treasurer	CCP	RD	Appointed Directors	Other
<b>Meeting Agendas &amp; Minutes</b>	X	X	X	X	X	X		
<b>Copies of Reports (Midyear &amp; Annual)</b>	X	X	X	X	X	X	X	
<b>Reports for Website</b>	X							Webmaster
<b>Publications</b>	X				X	X		Comm. Dir.
<b>Mentoring</b>								Mentee
<b>NADE reports</b>	X							
<b>Misc. Corr. (NPRM, IRD)</b>	X	X						