



NSC Secretary

Elected by the membership to a 2-year term. (Elected at the second half of the year general membership meeting, in even numbered years).

Shall maintain all meeting minutes, committee reports, and correspondence from within the organization.

Shall send written notification of meetings to the General Membership and interested parties.

Shall be responsible for notifying the General Membership of changes in policy and rules and regulations.

Shall handle all correspondence and records of the circuit.

Shall publish a yearly up to date membership listing.

Shall conduct all roll call votes at circuit meetings.

Shall update the Organized Chart on an annual basis.