

Division Secretary/Communications

Elected Position

Description

The Secretary/Communications position of each WLA Division is elected by a majority of ballots cast by Division membership

- Office shall be assumed January 1
- Candidate must be a member of WLA and the Division they are representing

Responsibilities

- Participate in regular meetings of the Division at least once a quarter
- Prepare and maintain official record of Division meeting minutes and share with WLA office within 30 days of meeting
- Convene meeting of Division should the Chair or Vice Chair fail to convene official meeting
- Maintain files and oversee activities relating to official charter of Division
- Attend Board meetings and WLA events at the request of Chair
- Communicate to the Board and membership on behalf of the Division at the request of Chair