

SEPPA Secretary - Treasurer

The offices of Secretary and Treasurer were combined by action of the Board of Governors February 22, 1988. The title is now Secretary -Treasurer.

The Secretary -Treasurer :

serves as Chairman of the Registration Committee, upon appointment by the President, (See registration procedures)

shall keep minutes of all SEPPA meetings. He shall publish these minutes within thirty days of the meeting, mailing copies (or delegating this responsibility to the Executive Director) to the Executive Officers and Board of Governors (BOG). In the case of Board of Governors meetings, another copy of the minutes should be mailed to each member immediately prior to the next meeting of the board so actions of the last board will be passed on to new members of the BOG,

shall review the association By-Laws and receive any suggestions for changes and refer such changes to the Executive Committee for recommendation to the Board of Governors,

at the direction of the President, he shall write letters of appreciation to those people making a special contribution to the conventions (talent, judges, exhibitors, committee chairmen, etc.),

at the direction of the President, he shall write letters at the beginning of each administration, establishing lines of communications between affiliate states and SEPPA. This letter should contain pertinent information about the schedule of meetings he should attend, persons to contact for different areas of responsibilities (this duty may be delegated to the Executive Director),

may execute invitations on behalf of the President to special officials or other persons,

will automatically assume the position of second vice-president if that office is vacant by virtue of resignation, death, incapacitation or otherwise. The office of secretary-treasurer will then be filled by an appointment of the President, with majority approval of the Executive Committee.