

The Secretary shall be a Full Member and shall keep record of the proceedings of the Association. She shall be responsible for taking minutes of all General, Executive Board and Special Meetings. She shall provide a copy of the Executive Board meeting minutes to each Executive Board Member. The Secretary shall carry on the official correspondence of the Association under the direction of the President. She shall keep copies of all correspondence on file. She shall submit all correspondence to the President for approval before mailing. Under the direction and supervision of the President, she shall be responsible for arranging for all the Association's publicity, i.e., updating information with Qatar Happenings, submission of newspaper articles, etc. She shall be responsible for sending Association thank you, cards to hospitalized members, congratulatory and sympathy cards, etc. She shall be responsible for one of the Post Office box keys and all secretarial supplies and keep an inventory of such.