From the Bylaws - *The Secretary/Treasurer shall be elected in* ***even-numbered*** *years and shall serve for two (2) years.*

**Responsibilities of the Secretary/Treasurer are as follows:**

1. Serves as a member of the Executive Committee and the Finance Committee.
2. Conducts such correspondence as the Association and Board shall direct.
3. Calls the roll at Board Meetings.
4. Calls the roll of delegates at the House of Delegates.
5. Informs the presiding officer of the presence or absence of a quorum at meetings of the Board and the House of Delegates.
6. Accurately records and submits, in a timely manner, minutes of all Board meetings, Executive Committee meetings and the House of Delegates.
7. Attends the SNA Annual National Conference at the expense of the Association after completing the first year of their term of office.
8. Monitors Association funds, investments, and securities.
9. In collaboration with the President, President-Elect, and Executive Director, develops the FSNA annual budget and the Foundation annual budget.
10. Notifies officers and the chairs of each committee and advisory board(s) of budgeted funds.
11. Reports on FSNA Finances at Board meetings.

**Secretary/Treasurer’s Calendar:**

**May/June (as incoming Secretary/Treasurer)**

* Meets with current Treasurer and Executive Director to review the Association’s budgetary and financial processes.
* Works with FSNA Finance Committee on preparing a budget for FSNA and the Foundation for the following year.
* Attends FSNA Leadership Training and is sworn in.
* May present budgeting workshop for Chapter leaders at FSNA Leadership Training.
* Attends the Board and Executive Committee Meetings at Leadership Training; takes accurate minutes of the meetings; sends draft minutes to state office to be reviewed within 20 days after meeting.

**July**

* Attends the SNA Annual National Conference after completing first full year of term.

**August/September**

* At the first meeting of the board, generally a face to face meeting, takes accurate minutes of the meeting and sends minutes to the state office within 20 days.
* In collaboration with the Executive Director, presents the FSNA Finance Committee’s recommendation of the FSNA and Foundation annual budgets for approval.

**October/November**

* Attends FSNA House of Delegate meeting at the annual conference, checks in Delegates, takes minutes and may present a financial report.
* Takes part in any Board meetings that are called and records accurate minutes. Sends minutes to state office to be reviewed within 20 days of meeting.

**January/February**

* Takes part in the Winter Board meeting (generally online), presents a financial report, takes accurate minutes, send minutes to state office to be reviewed within 20 days after meeting.

**March/April**

* Begins working with Executive Director and Executive Committee on next year’s budget.
* Attends the Board Meeting and presents a financial report.