

SEACM
SECRETARY
JOB DESCRIPTION

According to “**THE CONSTITUTION AND BY-LAWS OF THE SOUTH EASTERN ASSOCIATION OF CLINICAL MICROBIOLOGY**”, Article V, Section 3, the secretary shall:

1. Attend all meetings of the members and of the Board of Directors.
2. Preserve in books of the Corporation true minutes of the proceedings of all such meetings.
3. Safely keep in her custody the seal of the Corporation and shall have the authority to affix the same to all instruments where its use is required.
4. Give all notices required by statute, by-law or resolution.
5. Perform such other duties as may be delegated by the Board of Directors.

GENERAL RESPONSIBILITIES/DUTIES

AT EACH BOARD MEETING

Compile minutes of the meeting and send copies to each board member after the meeting.

AS REQUESTED

Notify microbiology publications (Laboratory Medicine, Advance and ASM) about annual meeting. List contact person as Membership/Registration Chairperson.

BOARD ATTENDANCE

Board meetings are mandatory with absence excused only by the President. If unable to attend, the President should be notified and given any material that should be presented to the Board.