



Convention Secretary

Appointed Officer - Reports to the National Executive Secretary

The Convention Secretary shall:

1. Ensure that Convention minutes are completed in the time frame outlined in the National Constitution & Bylaws.
2. Arrange and coordinate the recording (electronically) of the Convention Business Meetings (working with the Executive Director and Convention Chairman).
3. Work with the NES to hire a transcriptionist as appropriate.
4. Work closely with the NES to prepare the Convention script.
5. Send thank you letters for National Convention on behalf of the Grand Council as directed.
6. Attend National Convention, arriving Monday, July 11, departing Sunday, July 17.
7. All other duties as reasonably assigned.
8. This position offers paid travel & hotel expenses for the duration of working days. Convention registration is offered at the Conference Committee rate.

Required Resources

[National Officer Resources](#)

Revision Level	Pages	Revisions	Author	Date
1	1	Updated header logo & responsibilities.	NES Michelle Porter	7/2020
2	1	Updated duties and dates.	NES Michelle Porter	2/2022