[](http://www.mdmlg.org/)

**Secretary   
Goals & Objectives   
2023-2024**

**Charge**

The Secretary is charged with performing the following functions:

* The Secretary shall maintain the current records of MDMLG, the minutes of the Executive Board and of General Meetings of MDMLG.
* The Secretary shall take minutes of all meetings of MDMLG and of the Executive Board.
* The Secretary and the President shall sign all contracts and other legal documents.
* The Secretary shall prepare MDMLG correspondence upon request of the President.

**Goals & Objectives**

1. Record and distribute the minutes of the executive board meetings.
2. Record and distribute the minutes of the general membership meetings
3. Complete the minutes within a one-week period after the meetings.
4. Submit minutes to the webmaster for posting on the website.
5. Submit appropriate materials to the archives.

*Respectfully submitted,*

Amanda Kelly

Secretary

July 27, 2023