

**MDMLG Secretary**

**Goals and Objectives**

**2025-2026**

The MDMLG Secretary is charged with the following functions:

* The Secretary shall maintain the current records of MDMLG.
* The Secretary shall maintain the minutes of the Executive Board.
* The Secretary shall maintain the minutes of general meetings of MDMLG.
* The Secretary may assist in delivery of announcements.

In addition to the official duties of the MDMLG Secretary outlined in the *Bylaws* and procedural document, I wish to address the following goals for 2025-2026:

* Encourage the Executive Board members and Committee chairs to use the Google Drive and Wiki as the official repositories for all MDMLG material
* Aid in resolving outstanding/missing reports from Executive Board positions on Wiki
* Continue to review and update the *Bylaws*, where necessary, to reflect the changing dynamics of MDMLG

Respectfully submitted,

Laurie Arrick, Secretary