

STA Secretary Responsibilities

Records minutes at all meetings

Posts minutes on line before Board Meetings and brings at least two copies to meetings

Keeps minutes in a file at the Co-op

Creates a monthly newsletter to be e-mailed or sent to all STA members

Gathers information for newsletters at Board meetings, from manager, president, or other Board members

E-mails to members with e-mail addresses; take copies to Store to send to other members

Sends notification of Annual Meeting to all members

Keeps an up-to-date list of all members with addresses, e-mail addresses, telephone numbers, member numbers, and any other information considered by the Board

Gives input at all meetings

Votes on all proposals

Juries items from crafters

Works amiably with all members

Always promotes STA