



Frankfurt American High School Alumni Association
Classes of 1967 – 1973
www.fahsaa.org

ROLE AND RESPONSIBILITIES OF THE SECRETARY

Outline of responsibilities beyond the scope of what is written in the Bylaws:

1. The Secretary shall be the recording officer of the Association and the custodian of its records
2. The Secretary shall record minutes of all Executive Board meetings, the Annual Business meeting, meetings of the Board and the Class representatives and any other meetings as requested by the President
3. The Secretary distributes important information, such as meeting minutes and reports, to the Board and others, such as Class Representatives and Committee Members
4. The Secretary maintains an organized, centralized repository for all Board documents, including bylaws, policies, correspondence and historical records
5. The Secretary works with the Website Team to ensure minutes and other documents are posted on the official website, and that they are updated as needed

Prepared by Betty House Weller, Secretary
September 2, 2025