



Austin Square and Round Dance Association

www.asrda.org

Secretary Guidelines

1. Handle all correspondence as assigned by the President.
2. Keep a written record of minutes of all Association meetings. Minutes of ASRDA meetings are to be emailed and posted on the ASRDA website no later than 30 days after the meeting.
3. Keep permanent records, and make available to ASRDA Executive committee members, which include:
 - (1) All correspondence.
 - (2) Constitutions and Bylaws of the Association and those of member clubs.
 - (3) Copies of Association policies and procedures, such as banner-stealing rules, etc.
 - (4) Minutes of each meeting.
 - (5) Rosters of each member club.
 - (6) Treasurer's reports.
 - (7) Written committee reports.
4. Keep up-to-date records of ASRDA Delegates and club officers and maintain a record of attendance of these delegates at Association meetings.
5. Mail and/or email each representative a copy of the minutes of the preceding meeting

"Square Dancing – it's FUN with YOU in it"