

Secretary

Primary Objective of Position:

The Secretary shall record the proceedings of all meetings of the Board of Directors and the Executive Committee and promptly furnish copies of the minutes of these meetings to all Officers and members of the Board and make them available to members.

Accountability:

The Secretary is accountable to the Board of Directors.

Major Areas of Responsibility:

1. Responsible for the maintenance of the corporate status of ARRL and the filing of all reports and certificates that may be required under the corporation laws of the State of Connecticut.
2. Archivist of the League.
3. Acts as agent for the service of process, but only while present in the State of Connecticut and is not authorized to accept service of process elsewhere.