

Secretary

- Send monthly report to Assistant Coordinator
- Attend monthly Board Meetings and pray about Board decisions
- Take meeting attendance each month
- Take minutes for each meeting and post to the website
- Keep and maintain records deemed important to the business of YHSA
- Pitch in to help with Board initiatives
- Maintain Statement of Faith file for Board members
- Fill out and submit paperwork required for any grants applied for by YHSA
- Prepare and submit correspondence as directed by the Coordinator
- Chair an annual committee to review the Policy and Procedures document and propose changes if needed.
- Remind the Board to annually review the YHSA Bylaws.
- Oversee HSLDA Liaison