

## Secretary

**Eligibility:** The secretary is appointed by the Vice Presidents at the January meeting if there are candidates within the current student council that are seeking the office.

If no one from the present council chooses to run then any member of the upcoming Sophomore, Junior or Senior class who has participated in THEO for at least one semester is eligible to run for Student Council Secretary. No individual may hold more than one office in the Student Council.

**Duties:** To take minutes of all regular and special meetings of the student body and student council. To carry on all necessary correspondence as directed by the president or student council advisor. To keep a notebook of all school activities and publications concerning the student council. To maintain the student body and student council files. To assist the president in making agendas for each meeting according to Robert's Rules of Order. Post minutes for student body and distribute minutes to student council members. The secretary has the power to appoint an additional correspondent secretary from the student council members if assistance is needed with correspondence or maintaining records. To maintain yearlong, written attendance records of student council meetings and to notify the Council when action is necessary because of absences.