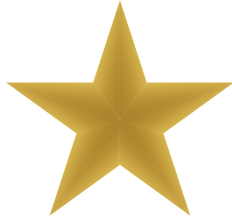


STAR POINTS



DUTIES OF A SECRETARY

Record

Take notes during each meeting.

Record minutes in the provided secretary's notebook.

Write

Writes accurate minutes of all discussion and business.

Read

Reads minutes at each meeting