

Duties and Responsibilities

- Record the entire proceedings of the business meeting for ASH’s Regular meetings and motions from the Executive meetings.
- When “Show & Tell” takes place, get short summary of items from member
- Send draft minutes to President for editing
- Send minutes with show and tell in digital format to the Loomsong Editor by the 15th of the month
- Attend Executive meetings

- Take care of general correspondence as the need arises.