# Responsibilities of Division Secretary

1. Serve as custodian of all records of the Division.
2. Assist the Division President with determining business to be

addressed and assisting with developing the Division meeting agendas.

1. Accurately record all actions and decisions of the Division officers and the membership body, including motions made and votes occurring.
2. Provide minutes of preceding meetings for verification of action taken.
3. Maintain an accurate and up-to-date Division membership list and verify with OkACTE and ACTE records.
4. Maintain all historical documentation of the Division, including officers, award recipients and historic events.
5. Attend the annual Leadership OkACTE.
6. Attend the annual OkACTE Legislative and Appropriations

Forum, representing the interests of Division members.

g. Attend if possible, the OkACTE Legislative Seminar.

i. Fulfill duties as assigned by the Division President.