

## **Oxford House, Inc.**

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# **ASSOCIATION SECRETARY**

The Secretary must be a resident or alumnus in good standing, and shall serve a term of one year and may be re-elected to one additional term.

### **Secretary Duties:**

- The recording of accurate minutes of Association meeting.
- To keep a log of all Association meeting minutes.
- To send out copies of the minutes to all of the officers, and Chapter chairs, of the Association.