

Secretary

The general duties of the Secretary:

- Assist the Board of Directors and, at the end of the term as Secretary, be prepared to assume the office of Treasurer.
- Draft and maintain IACA's records, minutes, and other documents.
- Conduct the roll call of jurisdictions at the opening business meeting at the annual conference.
- Serve as Chair of the Archive Committee

April M. Wright

*Corporations Administrator
Division of Corporations
State of Delaware*

