

SECRETARY/TREASURER

- This position requires meeting minutes to be sent to all board of directors and other designated parties after each quarterly Lake Region meeting.
- Must send out meeting cards/flyers to each department within the Lake Region for notification of the next meeting and the location it is to be held.
- The secretary/treasurer is responsible for being co-signer on the checking account with the acting president.
- Secretary/treasurer is responsible to balance the account monthly, follow up with and bank requests, posting and collection of dues from each of the fire departments and paying any expenses incurred.
- Must keep a ledger sheet with each department, date dues were paid and their attendance at each quarterly meeting along with the number of people in attendance.
- At the quarterly meeting the minutes are distributed to those departments who may have not gotten them through the mail or e-mail.
- It is the duty of the secretary/treasurer to maintain a supply of Lake Region patches. The amount of patches maintained shall be given to the secretary/treasurer by the Lake Region President.
- Secretary/Treasurer is to keep statistics from year to year and hold them in the two drawer file cabinet provided by the region.
- Shall be compensated \$600 a year for his duties.
- Shall notify all departments of any proposed changes in the by-laws.
- Shall be elected each year but is not to hold the position for more than three (3) consecutive years.