

M.A.I.S. Secretary:

- Takes minutes of all meetings and maintains a permanent file.
- Maintains an ongoing list by date of all motions voted on and passed for ready reference.
- Serves on the Executive Committee and Board of MAIS.
- Compiles historical records of MAIS and collects artifacts and records for scrapbook and/or other receptacles.

Coordinates efforts with Area Archivist.

- Submits reports at all MAIS meetings and in the CenterPoint.