

**Secretary (2 year position)**

Must be a member in good standing of MTRA

Must be a CTRS

- Attend at least 3/4 of yearly board meetings
- Submit monthly ideas/resources for the MTRA web page and quarterly ideas/resources for the membership newsletter
- Recruit candidates for the board
- Serve as a member of the Executive Committee
- Serve as a member of the conference planning committee
- Record and prepare minutes following a board meeting or an executive committee meeting