



Secretary Role

Major Roles of Secretary:

1. **NCAPO Meeting Agenda - 2-3 weeks before meeting:** Email everyone from NCAPO email that you are planning for next month's meeting and to send what they want added/removed from the agenda and give them a deadline of when to get it to you by so that you can have the agenda ready in time.
 - a. Open the last Agenda Document, copy and save as a new document in word form, rename and adjust accordingly and attach this to the email you send everyone.
 - b. Go into the NCAPO calendar and create a new meeting (if not already in there)
 - i. Edit
 - ii. In Notes: add link to the updated agenda in notes before the meeting.
2. **NCAPO Meeting Minutes - Day before meeting:**
 - a. Go into Minutes Document from last meeting
 - i. **Create new document: copy and paste, rename for current meeting and have it ready to go for meeting.**
 - b. **Add notes to minutes throughout the meeting**
 - i. **Save as PDF**