



## Secretary Roles & Responsibilities

It is the responsibility of the secretary to act in the best interest of the high school counselors in the State of Delaware and represent them as a member of the Delaware School Counselor Association Board.

The secretary will:

- Maintain accurate documentation of all board meeting minutes while meeting any legal requirements.
- Have minutes posted in the Google file 2-3 weeks after scheduled meeting.
- Review and update documents as necessary and ensure all documents are safely stored and readily accessible.
- Be a member of both the Delaware School Counselor Association (DSCA) and the American School Counselor Association (ASCA).
- Attend all DSCA Board meetings.
- Participate in regular professional development.
- Fulfill other requests deemed necessary and appropriate by the DSCA Board.