



The Secretary of VDAS shall:

- a) have a term of 2 years.
- b) term of office will alternate with the president's term.
- c) implement, along with the President, the provisions of VDAS's By-laws.
- d) keep accurate records of the proceedings of VDAS in a timely matter.
- e) assist the President with general correspondence.
- f) handle communication and give notice of all Director and Member meetings.
- g) assist the President and Director with day to day duties.