

WALC Secretary Job Description

1. Take Minutes at WALC Board meetings and WALC Business Meetings. Submit minutes to Board for review and post on website within 1 month of meetings.
2. The WALC Board meets about 4 times each year. Our regularly scheduled **WALC educational meetings** are held:
 - a. 3rd Friday of January
 - b. 3rd Tuesday of May
 - c. 3rd Friday of September
 - d. 2nd Tuesday of November
 - e. When necessary, these dates may change to accommodate speakers, etc.
3. The WALC Board meets virtually about 1 week before each educational meeting.