

Secretary

Part of the AAF NEPA Executive Committee.

- Send out monthly agenda from the President for the monthly board meetings and get updates prior to meetings from board members. Attend and take notes at the monthly board meetings.
- Send out monthly minutes from the monthly board meetings.
- Serves as an alternative point of contact with District 2 for the AAF NEPA.
- Coordinate and plan monthly Board of Director meetings. Update the AAF NEPA calendar to reflect upcoming meetings and events.
- Join the American Advertising Awards committee and help plan the AAA Award Show.
- Work with Board Members and Committee Chairs to define goals, tasks and deliverables for upcoming events and campaigns to keep projects on track.