FITA Archers of PA
Call for Nominations for Board Secretary

FITA Archers of PA is calling for nominations for the position of **Board Secretary**.

The Secretary has the following **responsibilities**:

- Shall keep the minutes of all business and membership meetings.
- Minutes shall be posted for public knowledge to all members of FITA Archers of PA within 30 days of approval.
- Minutes shall be maintained and recorded as required by law.
- Documents shall be maintained and recorded as required by law.
- Shall maintain a roster of all officers, members, and membership expiration from USA Archery. The Association rosters shall not be used or released for any "commercial" purpose whatsoever.
- Shall complete all documents required by USA Archery or by law.
- Will present all documents to the board members of FITA Archers of PA for approval before submitting.
- Shall keep the website updated.
- Shall ensure that all notices are duly given in accordance with the provisions of the bylaws or as required by the law. Written notices of the time, place and purpose of all general or special meetings of the members or Board of Governors shall be given by the Secretary at least thirty (30) days prior to the date of said meeting.
- Shall have one vote towards a proposal and/or document.

In addition to these responsibilities, the Secretary is the one who currently maintains the FITA Archers of PA website. However, this duty may be relegated to someone else, if needed.

Qualifications: The candidate must be a citizen of the United States and be 18 years of age or older. Candidate needs be a resident of Pennsylvania.

Nominations should include a personal statement of interest, a résumé, and a description of the candidate's experience in archery. Please send nominations to **Cindy Bevilacqua**, email ***coachbev2004@comcast.net.***