

The Secretary shall

- 1) Represent the student body as a whole and assist the President in carrying out the regulations and policies of the Student Government Association, Houston Center and the University.
- 2) Keep permanent records, in accordance with Student Government Association, Houston Center guidelines, of all minutes of the Student Government Association, Houston Center meetings.
- 3) Be responsible for notification procedures of Student Government Association Houston Center Officers and Representatives for all called meetings.
- 4) Keep accurate files of all business of the Student Government Association, Houston Center.
- 5) Serve as chairperson of the Election Board.
- 6) Serve as a voting member of the Representative Council.
- 7) Perform other duties as the President of the Student Government Association, Houston Center shall assign to her/him.