

NHLTA JOB DESCRIPTION

ASSISTANT SECRETARY

Purpose:

The Assistant Secretary keeps records, takes minutes, handles correspondence and performs other duties as needed in the absence of the Secretary.

Specific Responsibilities:

- Maintain a familiarity with the duties and responsibilities of the Secretary.
- In the event of absence or withdrawal of the Secretary, the Assistant Secretary assumes the duties and obligations of the Secretary.
- Perform such duties as assigned by the Secretary.