

Secretary/Treasurer (serves July 1 - June 30 for 3-year term)
Summary of Primary Responsibilities

JULY	
AUGUST	<ul style="list-style-type: none"> ● Financial Review/Budget meeting - review budget and take meeting minutes. ● Board of Directors meeting (includes budget approval for upcoming year)
NOVEMBER	<ul style="list-style-type: none"> ● Board of Directors meeting
JANUARY	<ul style="list-style-type: none"> ● Attend Unified Wine & Grape Symposium (UW&GS) - Sacramento Convention Center ● Board of Directors meeting at UW&GS
MARCH	<ul style="list-style-type: none"> ● Board of Directors meeting
APRIL	<ul style="list-style-type: none"> ● Count election ballots with 2 Professional members & report results to Executive Director & Board ● Advise elected and other candidates of election outcome
MAY	<ul style="list-style-type: none"> ● Board of Directors meeting
JUNE	<p>At National Conference:</p> <ul style="list-style-type: none"> ● Board of Directors meeting ● Board of Directors Reception & Dinner ● ASEV Annual Business Meeting - give brief report

Additional term responsibilities:

- As a member of the ASEV Executive Committee, you will need to participate in special executive meetings and
- Serve on UW&GS LLC Managing Committee as appointed
- Secretary/Treasurer takes all meeting minutes for Board and Executive Committee meetings.
- Presents financial reports at each Board meeting and at Annual Business Meeting/National Conference
- As the Chair of the Membership Committee, the Secretary/Treasurer is responsible for reviewing the membership lists with the Membership Committee and providing recommendations for the Board