



MINNESOTA SECTION

The American Institute of Professional Geologists

Secretary-Treasurer Duties Summary

Duties of the Secretary:

- Maintain and have custody of Bylaws, official documents, and correspondence of the MN Section.
- Record and maintain meeting minutes and records of decisions made in Section Executive Committee and Annual meetings.
- Check-in Monthly meeting attendees.

Duties of the Treasurer:

- Manage financial resources and maintain records.
- Prepare and submit year end taxes.
- Collect meeting and event payments.
- Pay Radisson for monthly Luncheons.
- Pay other event venues for other events.
- Buy mineral specimens (or coordinate with Fundraiser Chair to do so) and office supplies for Monthly meetings.