***E.S.P.L. JOB DESCRIPTION***

***SECRETARY***

***2011***

***Job Description:***

1: Prepares agenda as supplied by Commissioner.

2: Distributes agenda to all Executives.

**3:** Records the minutes of all Executive meetings.

4: Prepares minutes for Commissioners approval

5: Distributes minutes to all Executives.

6: Prepares and distributes correspondence as requested.