

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

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

**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