



*IN TRENTON WE MEAN BUSINESS!*

## **TBA Secretary Job Description-Adopted Amends Article VII-Officers 12/9/04**

### **Responsibilities:**

- Actively recruit new members
- Follow up on all potential members as directed by board
- Take minutes of monthly meetings. Provide copy to be included in monthly member mailing by the 20<sup>th</sup> of the month and send a copy via e-mail to members
- Help run TBA booths at various Business/Social Events
- Run monthly meeting in absence of VP, and President