



SEGS
Southeastern Geological Society
A member of the AAPG and GCAGS

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www.segs.org

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SEGS Secretary List of Duties

1. Maintain minutes at SEGS meetings; four are required per our By-Laws
2. Record all resolutions of the Executive Committee.
3. Notify members that dues are payable per By-Laws (coordinate with Treasurer).
4. Maintain acknowledgement by Officers of the Conflict of Interest Policy.
5. Receive and tally votes for the annual election.