



**SEGS**  
**Southeastern Geological Society**  
A member of the AAPG and GCAGS

POST OFFICE BOX 1636 TALLAHASSEE FLORIDA 32302

[www.segs.org](http://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.
6. Serve on Field Trip Committee (V.P. to serve as Chair).