

# Help Wanted

## Assistant Secretary:

### Qualifications:

1. A minimum of six months continuous clean time
2. The ability to take notes of proceedings and to type (access to a computer is required)

### Duties and Responsibilities:

1. Performs all duties and responsibilities of the secretary in the absence of the secretary.
2. Assists the secretary as needed.
3. Maintain a mailing list of all SWMNNA ASC officers, subcommittee chairs and GSR's.
4. Types and emails minutes no later than fourteen days following each SWMNNA ASC meeting
5. Mails a copy of SWMNNA ASC minutes to all appropriate recipients.

If you are interested, please attend the next SWMNNA ASC meeting, or contact:

Al J: 507-399-6336

Deanna N: 507-618-0684