

## **Regional Secretary shall:**

1. Serve as leader of the Communications Zone.
2. Serve as Editor-in-Chief for the REB.
3. Create and maintain a REB/RAB roster.
4. Record minutes of the REB, REO, and general body meetings.
5. Create and distribute updates to the REB and Regional membership as specified in the Region II Communications Protocol.
6. Formulate and maintain updated files of all regional correspondences.
7. Keep records of all proceedings of Region II.
8. Distribute minutes and records to REB, chapters, and members upon request.
9. Distribute Regional information to all chapters.
10. Maintain Regional Listserv.
11. Maintain timeline of regional activities and events.
12. Update and enforce the Region II Communications Protocol