

Washington Association of Physicians of Indian Origin

3/24/2021

SECRETARY

The Secretary shall:

1. Keep an account of all the minutes of all meetings;
2. Maintain an updated list of all members of the WAPI;
3. Issue an agenda of all regular and special meetings after consultation with the Executive Committee;
4. Keep a copy of all official correspondence from and to the WAPI, including newsletters and program brochures for the activities from the WAPI and reports submitted by the Committee's Chairpersons;
5. Keep an attendance record of all meetings of the WAPI;
6. Be custodian of the Articles of Incorporation, By-laws, and amendments thereto;
7. Notify committee members of their appointment and their assigned duties;
8. See that all books, reports, statements, certificates and other documents and records required by law to be kept and filed are properly kept and filed,
9. Perform such duties and exercise such other powers as may be assigned by the Executive Committee in the same capacity,
10. Be a member of the Executive Committee as its secretary,
11. Be responsible for transferring all the records of the WAPI, within 30 days after the Annual Meeting, to the incoming Secretary.
12. Be responsible for sending notices for dues and receiving payments. The payments will be recorded and transferred to the Treasurer.

Usha M Reddy

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Executive Director, Washington Association of Physicians of Indian Origin

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