

education ■ standards ■ excellence



Registry of Interpreters for the Deaf, Inc.

## DUTIES OF THE BOARD OF DIRECTORS' OFFICERS:

### **SECRETARY:**

- a) Keeps complete and accurate record of the proceedings of the Board of Directors
- b) Supervises the keeping of all corporation records
- c) Has the authority to co-sign checks with the president or any other person designated through action of the Board of Directors.