**Secretary:** The Secretary of the House of Delegates shall:

* serve as the recording officer of the House and the custodian of its records and shall cause a record of the proceedings of the House to be published as the “Official Transactions of the House.”
* provide the Committee on Rules & Order with the draft minutes of the last meeting of the House of Delegates within thirty days of adjournment.
* be responsible for the transmission of all pertinent information to members of the House of Delegates.
* notify delegates of their appointment to committees of the House and their charge.
* be in close liaison with the Executive Director of the Association for all matters pertaining to the House (i.e., council appointments and elections, assure transfer of official delegate lists from components to the Central Office, etc.).
* render annually a report to the Board of Governors for submission to the Annual Session of the House of Delegates setting forth House activities and accomplishments with recommendations for the continued successful operation of the House of Delegates.
* determine by February 15 of each year the number of delegates allocated annually to each component society as outlined in Chapter IV, Section 1 and to notify immediately thereafter the secretaries of the component societies of this determination.
* to work in concert with the Council on Constitution and Bylaws in reviewing all proposed Constitution and Bylaw changes prior to their transmission to the House.