

Master Brewers Association of the Americas - District St. Louis

District Secretary, Duties & Responsibilities

The District Secretary is an Officer of the District and member of the Executive Board, duly elected by the members.

The District Secretary shall perform the following duties:

- Production and distribution of the “Brewkettle” newsletter.
- Recording of minutes at both the Executive Board and regular meetings.
- Send electronic copy of the minutes and “Brewkettle” to the Webmaster for posting on the District website.
- Attend both Executive Board and regular meetings.
- Present the previous month’s minutes at the regular meeting for approval.
- Be a contributing member of the Executive Board, providing assistance when required to District actions and programs.