

## 2015 – 2017 NATIONAL SECRETARY FINAL REPORT

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I have had a wonderful and challenging run for the last 4 years, as your National Secretary. I followed Sharon Hobbs, which was extremely daunting! I am not running for the 2017 – 2019 term for health reasons, but I will be available to help our new secretary if she should want me to. I will probably be very bored for a while otherwise ☺.

Over these past 4 years I have performed many duties for our board, and for our members. Most of them are:

- ♥ Filing documents which must be retained
- ♥ Taking, typing out and publishing minutes from all official meetings
- ♥ Presenting documents to the board of directors for approval or denial
- ♥ Keeping records as needed for immediate referral
- ♥ Organizing new business cards, name tags, and training material for new board members/committee chairs
- ♥ Creating or typing out training material or other necessary documents
- ♥ Creating Power Point presentations for others
- ♥ Correspondence
- ♥ Creating or editing forms as needed
- ♥ Sending Flash Notices to members and keeping the Flash Notice email list current
- ♥ Organizing, printing and compiling information for board members for the board meetings
- ♥ Disseminating information to the webmaster as received or as aware
- ♥ Requesting, receiving, and tracking various reports from board members, officers, and committee chairs
- ♥ Creating and maintaining directories and informational documents for listings of board members, committee chairs and members, and other necessary information
- ♥ Maintain Motion Logs from each term
- ♥ Oversee the Electronic Motion process and maintain resulting records
- ♥ Providing assistance to members as requested

I have aided in formatting and preparing much of the new Policy, and have updated many forms. I am still working on some of the forms, and I hope to be allowed to complete this. We did not have WORD document copies of several of them, and I have been creating the word version of those that we still use, as I go along. It gives us a much easier ability to edit them in the future if it should become necessary.

The main goal of this position is to maintain records and to provide clerical assistance wherever needed. I hope that I have succeeded and that I have proven valuable to AVVA. I will hopefully still be active in other ways in the coming future. I trust and have faith in my successor, and look forward to seeing her grow.

Respectfully submitted,

*Joanna Henshaw*  
AVVA National Secretary