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In addition to basic office functions, the executive secretary or administrative assistant is also responsible for writing or preparing reports, organizing and scheduling meetings, reviewing incoming messages to determine their significance, preparing agendas for board meetings, making travel arrangements, compiling meeting minutes, conducting research, preparing correspondence, and supervising and training junior level office staff.

Administrative Assistant or Executive Secretary

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Executive Secretary responsibilities include: Maintaining executive's agenda and assist in planning appointments, board meetings, conferences etc. Attending meetings and keep minutes. Receiving and screening phone calls and redirecting them when appropriate.

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The secretary is responsible for taking the minutes of the Executive Committee meeting using the same guidelines and format for chapter meetings. In addition, the secretary should present a report to the Executive Committee. Each officer receives a copy of the minutes from the Executive Committee meeting.

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