



# NATIONAL ASSOCIATION OF COUNTY COLLECTORS, TREASURERS AND FINANCE OFFICERS

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## **SECRETARY**

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## **TREASURER**

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## **IMMEDIATE PAST PRESIDENT**

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## **NACo BOARD MEMBER**

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## **NACCTFO SECRETARY**

**Section 5.** The secretary shall keep a record of all proceedings of NACCTFO, shall keep safely all books and papers of NACCTFO, shall prepare and distribute promptly minutes of the meetings, shall maintain current copies of the Bylaws and Policies and Procedures of NACCTFO and all revisions approved by the active members. The position of secretary shall be elected in alternate years from the election of the position of treasurer and shall typically be for a two-year term. It shall be the secretary's responsibility to forward all current and past NACCTFO records in his/her possession to the next elected NACCTFO successor.