* Maintain attendance at monthly meetings
	+ use excel spreadsheet in googledocs
* Record and type minutes for monthly meetings
* Post minutes for meetings on NLYAA website after board approval of minutes: include all reports
* Responsible for storing all global NLYAA documents
* Update NLYAA website calendar to show group events like registration, monthly meetings, etc
* Maintain the NLYAA fundraising calendar
* Advise executive board, at start of each meeting, as to who in meeting has voting rights and who does not
* Calculate quorum at monthly meetings and announce if we have one or not at start of meeting
* Calculate and advise group of the number of votes needed to pass a motion or elect a new member
* Act as scheduler for all NLSD use of facilities requests
* Update trailer registration each year and store all pertinent documents
* Oversee Scholarship process
* Respond to school district
* Collect applications
* Prepare review and vote at April monthly meeting
* Provide school district with check and winners name