

**The Executive Secretary shall:**

Maintain the general records of the Academy and file all required reports pertaining thereto.

Attend all meetings of the Academy and the Regents and all meetings of the Credentials Committee unless specified otherwise by the President.

Record and keep all original notes, minutes and records of all official Academy meetings and sessions for five (5) years or until the Regents approve their disposal.

Maintain archival copies of all publications, documents and other records of the Academy.

Process applications for the VTS (Anesthesia) Certification Examination.

Handle all correspondence on behalf of the Academy.

Present a report of the activities of the office at the annual meeting of the Board of Regents and at such other times as determined by the Regents.