

# **S.N.P.h.A.**

## **STUDENT NATIONAL PHARMACEUTICAL ASSOCIATION**

### **~SECRETARY REPOSNSIBILITIES~**

- **Keeper of the minutes**
- **Reports minutes and news at each executive and chapter meeting.**
- **Responsible for routinely checking the chapter mailbox and reporting its contents to the general membership and responding to such**
- **Sends out chapter thank-you notes**
- **Responsible for compiling a chapter phone list**

