**Section 500.330 Secretary**

The Secretary shall:

a) keep the minutes of the meetings of the Board of Savings Institutions and committees of members of the Board;

b) see that all notice(s) are duly given;

c) keep a register of the post office address of each member of the Board; and,

d) in general perform all duties incident to the office of Secretary and such other duties as may be assigned to the Secretary by the Board.