

Responsibilities of EC DPF Secretary/Treasurer (Mirjam Cvetič):

- I. Overseeing the monthly budget reports
- II. Preparing and distributing monthly Newsletter (with Rick van Kooten & Elizabeth Worcester help)
- III. Updating DPF website & forwarding of emails
- IV. April meeting travel award authorizations (with Andre Luis de Gouvea help)
Also, other cost authorizations
- V. Treasurer's report at the April DPF Meeting
- VI. Minutes of EC meeting(s) and help with EC meeting logistics
- VIII. Pestering Nominating Committee (April-May); contacting nominees (July) and set up the election website (August) & announcing election results