

# ANB Grand Secretary Accomplishments 2018-2019

Events and accomplishments as ANB Grand Secretary/Grand Camp IT Tech.

- Meet with ANB Grand Officers that were still available after convention including ANS Grand Secretary, ANS Grand Sgt at Arms, and ANS Grand President
- Signed Code of Ethics
- Created letter to Rural Cap and upon approval from President Joe, Mailed and emailed to Rural Cap
- Created email addresses for all Grand Officers and setup forwarders to each corresponding personal email addresses
- Maintained website
- Created a password protected cloud drive for All Grand Officers of ANB & ANS for sharing and back up
- Created a Microsoft Access Database that will house all Local Camps Contact Information for Camps, Officers, and Membership. Put Database in Cloud Drive
- Stayed in Constant Contact with transparency with all officers
- Created Invitation to host convention letter & scheduled to send out
- Obtained Digital signatures for Grand Presidents of ANB & ANS
- Worked with ANS Grand Camp on Website updates, Posting an online Calendar of events for Grand Camp
- Assisted and directed ANS Grand Sgt at Arms for the purpose of assistance of creating and editing documents for ANS and ANS Treasurer
- Worked with 1<sup>st</sup> Grand Vice in scheduling of Uber Conference Calls ( I am enjoying the good communications with all Grand Officers & the team work)
- Meet with ANB Grand President November 7<sup>th</sup>
- Sent out Invitation to Host by email to 54 email addresses and 4 bounced back.
- Participated in local meeting with partial executive members
- Assisted in finalizing 2018 Resolutions
- Posted 2018 Resolutions online on Grand Camp website
- Created and sent letter to Camp 87 pertaining to hosting 2019 Convention