



People First of Nebraska, Inc.

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Descriptions and Requirements for Officers

Taken from the By-Laws of People First of Nebraska, Inc.

Secretary of People First of Nebraska, Inc.

Nominees for Secretary should have at least one year of experience with People First before running for this position. No officer shall serve more than two consecutive 3-year terms in the same position. The Secretary shall:

- A. Handle the correspondence of People First of Nebraska, Inc.,
- B. Maintain a record of all proceedings of all meetings of the general membership and the Board of Directors.
- C. Maintain all records(except financial records) of People First of Nebraska, Inc.