

The NCSTA Secretary is a voting member of the board and serves on the Executive Committee. It is the responsibility of the NCSTA secretary to:

- Attend all Executive Committee and NCSTA Board Meetings
- Keep a correct record of the proceedings of the Association, of the Executive Committee, and of the Board.
- Conduct the correspondence of the Association.
- Send notices of regular and special meetings of the Executive Committee, Board and members.
- Keep a copy of the following records at the Association's principal office:
 - Its Articles of Incorporation or restated Articles of Incorporation and all amendments to them currently in effect.
 - Its Bylaws or restated Bylaws and all amendments to them currently in effect.
 - Resolutions adopted by the Board relating to the number or classification of Directors.
 - A list of the names and business addresses of its current Directors and officers.
 - Its most recent annual report delivered to the Secretary of State.

To hold the position of Secretary, one must be an NCSTA member in good standing; engaged in and have an interest in science education; have previous experience with the Board in either an appointed or elected position; and be willing and able to fulfill the duties associated with the office. The Secretary serves a two year term and may be reelected for an unlimited number of consecutive terms.