The Secretary shall:

- Assume the duties of the President in the absence of the President and Vice-President;
- Assume the responsibility of recording all minutes of the Classified Senate Executive Committee meetings and general electorate assemblies and distribute copies of same appropriately, and;
- Perform other duties as may be deemed necessary, as designated by the Senate President, or as assigned by the Classified Senate, within the limits of these bylaws;
- Be official documentarian/historian of the Classified Senate of Napa Valley College;
- Serve as the research and resource person;
- Organize correspondence, disseminate notifications and reminders of appointments, meeting times, and assemblies;
- Be responsible for a register, or roll of Senate attendance at regular and special meetings and advise the President when a Senator has missed two consecutive unexcused meetings, and;
- Perform other duties as may be deemed necessary, as delegated by the Senate President, or as assigned by the Classified Senate within the limits of the bylaws.