

# Secretary

Revised April 2011  
Approved April 2011

## **Purpose:**

To record and maintain the official record of actions and decisions of the Executive Board.

## **Term of Office:**

Two Years. Voting member of the Executive Board.

## **Major Duties:**

- Attends four Executive Board Meetings and the Annual Business Meeting.
- Prepares minutes of the Executive Board Meetings and Annual Business Meeting (may be taped).
- Circulates the unapproved minutes via email to the entire Board no more than one month after each Board Meeting, to allow all members of the Board to comment.
- After comments have been received, submits minutes to voting Board members for approval.
- Sends an electronic copy of the approved minutes to the Webmaster.
- Submits summaries of minutes, minutes of annual meetings, and bylaw amendments to the Newsletter.
- Submits a quarterly report to the Board, just before the Board meeting.
- Circulates the approved minutes of the previous meeting to the Board prior to each meeting along with a report on any votes that have been taken via email between Board meetings.
- Maintains an official set of the minutes approved by the Board and keeps on hand the minutes for the current year and the previous year.
- Provides reference to the minutes when requested by the Board.
- Maintains copy of bylaws. If amendments are proposed, the secretary emails copies to all members at least thirty days in advance of the Annual meeting. If approved by a two-thirds majority of voting members, revises bylaws incorporating the amendments.
- Distributes to the Board and Webmaster before each quarterly Board Meeting a list that includes contact information for all voting and non-voting members, committee chairs and committee members, as well as information about upcoming meetings (location, dates, committee chairs and members).
- Communicates with committees and coordinators to make sure all reports are submitted and that committee membership term is current.
- Submits Board-approved job description revisions and approved bylaw amendments to the Webmaster.

- Updates at least once a year the Policy and Procedures Manual with new/revised policies and/or procedures voted on by the board.
- Transfers all non-current records (minutes, appendices, sign-in sheets, outdated and revised job descriptions, and other archival records) to the Archives annually.