

SUBJECT: DUTIES & RESPONSIBILITIES OF THE SECRETARY

The Secretary shall receive and care for all documents belonging to the Society.

More specifically, these duties include, but are not limited to:

- a) Notify each Board member via e-mail of the time and place of each Board meeting;
- b) Prepare Board meeting agenda and attendance log,
- c) Record the minutes of all Board meetings;
- d) Submit draft minutes via e-mail to Board within 21 days; edit requested changes;
- e) On the day of the Board Meeting, attach final copy of Minutes and Agenda to an e-mail reminding Board members of the days' meeting;
- f) Maintain file of Board meeting minutes, correspondence, newsletters, and other appropriate documents;
- g) Serve as custodian of the Bylaws and have them available for each regular meeting of the Board;
- h) Incorporate approved changes into official Bylaws;
- i) Assure that permanent records of the organization are maintained;
- j) In the event of the absence or recusal of the President and President-Elect at any meeting, act as President and appoint another member to act as Secretary;
- k) Deliver to incoming Secretary all files, papers and other property belonging to the Society by January 15 following the end of the term of office.

Term Limit. The Secretary serves a two-year term and may seek re-election to office.

POLICIES AND PROCEDURES MANUAL

Attachment 1 –Calendar of Events

January

1. Receive records of Society from previous Secretary.
2. Receive list of Board Meeting dates and location(s) from President.
3. Receive information on Board Members to prepare Attendance Sign-In sheet:
 - a. Name
 - b. Office
 - c. Department of Employment
 - d. Office telephone number & fax number
 - e. E-mail address.
4. Prepare Attendance Sign-In sheet and Agenda for January Board meeting.
5. Day of Board meeting, e-mail members a meeting reminder and attach:
 - a. Minutes of last meeting
 - b. Agenda of current meeting.
6. Present Minutes of last meeting to Board for approval.
7. Record and transcribe minutes of Board Meeting, send out within 21 days post meeting for review and comment.
8. Incorporate corrections to previous month’s Minutes and send via e-mail corrected version to Board.

February

1. Prepare Attendance Sign-In sheet and Agenda for current month’s Board meeting.
2. Day of Board meeting, e-mail members a meeting reminder and attach:
 - a. Minutes of last meeting
 - b. Agenda of current meeting.
3. Present final draft of previous Minutes at Board Meeting for approval.
 - a. If approved, file Minutes with Agenda, Attendance Sign-In sheet and other relevant documents.
 - b. If corrections are necessary, incorporate changes, send corrected version via e-mail to Board members.
 - c. File previous Minutes with associated Agenda, Attendance Sign-In sheet, meeting handouts and other relevant documents.
 - d. Send final version of approved Minutes to Webmaster for placement on Society’s web page.
4. Record and transcribe minutes of Board Meeting, send out within 21 days post meeting for review and comment.
5. Incorporate corrections to Minutes.

March - November

1. Follow February steps 1 through 5.

December

1. Follow February steps 1 through 5.
2. Organize records of Society for transfer to new Secretary.
3. Deliver records of Society to new Secretary.