SECRETARY

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| REQUIREMENTS | |
| Reports to: | President |
| Membership Requirement: | Full or Associate Member |
| Voting Privileges: | Voting |
| Term: | Two (2) Years |
| Term Limit: | N/A |
| Source: | Annual Election |
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| RESPONSIBILITIES | |
| **ASLA-MN Unamended Bylaws**  812. The Secretary shall: maintain a record of the proceedings of the business meetings of the Chapter and the Executive Committee; maintain Chapter archives; prepare and issue all notices of the meetings of the Chapter and the Executive Committee; prepare, issue, and receive ballots; administer annual and special elections and notify candidates of election results; serve ex officio as a member of the Constitution and Bylaws Committee; maintain the Constitution and Bylaws of the Chapter; certify documents; and perform such other duties as are customary for the Chapter secretary or as may be assigned or delegated by the President.  813. The Secretary shall be a Full or Associate Member elected for a term of two (2) years.  **Editorial Amendment to ASLA-MN Bylaws**  812. The Secretary shall: maintain a record of the proceedings of the business meetings of the Chapter and the Executive Committee; maintain Chapter archives; prepare and issue all notices of the meetings of the Chapter and the Executive Committee; prepare, issue, and receive ballots; administer annual and special elections and notify candidates of election results; serve ex officio as a member of the Constitution and Bylaws Committee; maintain the Constitution and Bylaws of the Chapter; certify documents; and perform such other duties as are customary for the Chapter Secretary or as may be assigned or delegated by the President.  **Amendment to ASLA-MN Bylaws to Include National Responsibilities**  812.1 The Secretary of any Chapter has the primary duty of keeping the records (election results, membership in the Chapter, recorder of the minutes, Chapter constitution and bylaws updates) and to act as liaison between the other members of the Chapter Executive Committee. In terms of keeping the records, the Secretary is responsible for notifying members of their election to office as well as notifying the national administrative headquarters of the results of Chapter elections Sixty (60) days prior to the next Annual Meeting (or equivalent) of the Society. In addition, the administrative headquarters should be advised promptly when vacancies occur and when they are filled.  The Secretary is also responsible for maintaining and updating regularly the Chapter's roster of membership. After an application has been received by administrative headquarters and after that application has been approved, either through action of administrative head-quarters, the Secretary is then sent notification of the new members' acceptance into the Society, noting that the Chapter will be contacting that member shortly to inform him/her of Chapter activities. It is essential for the Chapter Secretary to inform the President of all new members so that they may also extend a personal welcome to the Society as well as to the Chapter. Only through regular updating of the incoming members on the part of the Secretary will the Chapter be able to initiate, and therefore sustain, activity and involvement of the new members in Chapter activities. Another reason why the maintenance and regular updating of the Chapter's roster of membership is so important is because it is the Secretary's duty to issue all notices, including the presentation of question for mail ballot vote - an example of where accuracy of membership is very important.  Additional duties of a Chapter Secretary are evident during the course of meetings where the Secretary may be frequently called upon to: count votes, read the recommendations of the Executive Board, excerpts from bylaws, rules of parliamentary procedure and act as parliamentarian for the meetings. For these reasons, the Secretary should become familiar not only with the Chapter constitution and bylaws, but also with Robert's Rules of Order. During the course of the meeting, the Secretary might also be responsible for the reading of the minutes of the previous meeting and then mark them approved or approved as corrected, after which the Secretary will initial the approved/corrected minutes for the record and file the official copies.  For any formal meetings, e.g., annual business meeting, the Secretary is responsible for the taking and keeping of the minutes of these meetings.  Minutes are the records of the proceedings of the organization and should be recorded in an official book in an orderly progression. They should be typed or written in permanent ink and signed by the Secretary. Minutes should be as brief as possible and should be kept in the order of the business of the meeting. They should record the ACTION of the group - what was done, not what was said by members. Personal opinions and details of the discussion should not be included.  For Executive Committee meetings, the agenda could well be designed to serve as temporary "instant minutes." If the agenda contains space to write in notes, decisions, deadlines, persons responsible, etc., the Secretary could write in the information as the meeting progressed and could make copies, upon adjournment, which everyone could take with them. This format would not only save considerable time on the part of the Secretary, but it would also initiate action which needs to be taken after the meeting at a much faster rate than if they had to wait for the final minutes. After the minutes of the meeting have been prepared by the Secretary, they should be forwarded as quickly as possible, preferably within 48 hours after the meeting. | |