

SECRETARY

Revised June 2009

I. OBJECTIVES AND RESPONSIBILITIES

The Secretary is responsible for recording the Board of Directors Regular and Special Meeting Minutes, the Annual ~~and Membership~~ Meeting Minutes, and, if requested, attending and recording any Ad Hoc Committee or Committee Meeting Minutes; preparing and mailing election ballots [Are paper ballots prepared anymore? Unclear as to the role of the Secretary with respect to the Teller's Committee. It would seem that if the Secretary is responsible for the ballot, then it does not matter the media on which the ballot is prepared; ~~maintaining~~ creating the template for chapter stationery with the current chapter themes supply and supplying the chapter post office box [this was handled by Jim. But if it is a duty of the Secretary, then the Secretary should be given the opportunity to perform this duty]. The Secretary is also responsible for maintaining the Chapter Charter [this should be stored electronically on the website for easy access and storing in archives for historical value. Only needs to be done one time, not every year].

II. ORGANIZATION

The Secretary is an elected member of the Board of Directors and reports directly to the Executive Vice President.

III. GUIDELINES

Meet with the former secretary to obtain records and discuss duties and responsibilities.

Obtain all chapter records from current Board members at the last scheduled Board of Directors meeting of the chapter year and arrange for

the transfer of such records to offsite storage (paper) or uploading to the chapter website (electronic).

Prepare budget for the year. (Consider postage for mailings, ~~stationary supply~~ and post office box rental fees) [There is no need to purchase stationary. With the quality of color printers, stationary can be printed as needed once the template is designed.]

Prepare the draft Agenda for the Board of Directors meetings and provide Agenda to the President for review and distribution.

Attend the Board of Directors Regular and Special meetings, ~~and the~~ Annual meeting, and, if requested, any Ad Hoc Committee or Committee meetings and record meeting minutes.

Prepare and distribute the Board of Directors Regular and Special Meetings Minutes, ~~and~~ Annual Meeting Minutes, and any Ad Hoc Committee or Committee Meetings Minutes as appropriate.

Prepare and mail election ballots. [Clarification needed as to the role of the Secretary in this process.]

Distribute other Chapter mail-outs as requested by the Board of Directors.

Maintain the Chapter's stationary supply (ARMA letterhead and envelopes). [See comments above; we should not purchase stationary, just envelopes]

Read and become familiar with the Constitution and Bylaws.

IV. PROCEDURES

Board of Directors Meetings

1. All attendees must sign in at the BOD meetings.
2. Draft minutes of the BOD meetings are sent to each board member for review within ten (10) days of the meeting to which the minutes relate prior to the next meeting.
3. Copies of the approved minutes (including all appendices) are distributed electronically to each board member after approval. Note: Board members are responsible for distributing BOD minutes to their committee managers.
4. June minutes should be distributed to outgoing and incoming officers.
5. Sign check requests for unbudgeted expenses after BOD approval.

Annual Meeting Minutes

1. The Annual Meeting is held in conjunction with the May monthly ~~dinner~~ meeting.
2. The certified Tellers report is attached to the Annual Meeting minutes.
3. Ballots are held by Secretary for one month following Annual Meeting and then destroyed. [This is not necessary if elections are held electronically.]

Slate of Nominees (The bylaws do not state that the secretary is responsible for mailing the Slate of Nominees but this can be assigned to the Secretary by the Board of Directors.) [The Slate would be distributed electronically via an eBlast, likely at the request of the Immediate Past President.]

1. The Slate of Nominees is obtained from the Manager of the Nominating Committee and posted on the chapter website by March 1. An email communication is then distributed to all members in good standing

informing them of the posting of the slate of nominees by March 1. mailed to the membership by the last day of February.

2. An alternate Slate of Nominees must be posted mailed on the chapter website and distributed to all members in good standing via email no later than March 15. (See bylaws)

Election Ballots [REMOVE/CLARIFY THIS SECTION DUE TO ELECTRONIC VOTING]

1. Ballots must be prepared and mailed to membership no later than April 1 and must contain the names of all the nominees for each Board position.

2. Return envelopes for ballots may be marked in any manner that will disallow the return of counterfeit ballots.

Stationery supply

1. Create Maintain-stationery template supply and distribute upon request.

2. Check with the committee managers from the prior year and obtain any unused stationery.

23. Order envelopesstationary when necessary.

Mailbox

1. Rental based on calendar year. Bill should be received by the first part of December and due by December 31. [Per earlier comment, if this is in fact a responsibility of the Secretary, then this must be communicated to the Secretary.]

V. FINANCIAL

All funds received from an ARMA Houston Chapter-sponsored event or project should be turned in to the ARMA Houston Chapter Treasurer for handling. Under no circumstances are ARMA Houston Chapter VP's, Committee Managers, or Committee Members authorized to split, disburse, or retain monies for expenses incurred out of the funds collected from an ARMA Houston Chapter-sponsored event or project. The ARMA Houston Chapter Treasurer, upon the presentation of a completed check request form and receipt, should pay all expenses from an ARMA Houston Chapter-sponsored event or project.

VI. ATTACHMENTS

None.