Secretaries (general information)

Secretary Responsibilities
The secretary is the main point of contact for the Section, Chapter or Division (SCD). All SCD correspondence and invoices are sent to the secretary. It is the secretary’s responsibility to disseminate the information to the appropriate member(s) of the board or SCD. The secretary is an automatic member of all committees and is accountable to the members and board of the SCD.

The secretary ensures that the records of the SCD are maintained as required and made available when requested. These records may include the SCD Charter, bylaws, Operating Rules; Lists of officers, committee members, directors and members; Meeting minutes for the board, committee and member meetings; Financial reports and other official records.

Typically the secretary wears three hats: recording secretary, corresponding secretary and treasurer (for SCDs where the position of secretary/treasurer is held by one individual).

1. Recording Secretary – record and prepare minutes for permanent record following meetings. Meeting minutes must be an accurate recollection of activities and decisions made during the meeting. As the custodian of all records, a filing system should be put in place for safe and accessible record retention. Meeting minutes should contain:
   a. Date, time, location of the meeting
   b. List of those persons present
   c. List of items discussed during the meeting
   d. List of reports presented during the meeting
   e. Record of motions and disposition of each presented at the meeting

A skilled secretary prepares for each meeting. The secretary should request that board members and members submit written resolutions or proposals before meetings to help expedite the taking of minutes and to ensure accurate recording of actions taken. Minutes should contain enough information so that absent members fully understand which issues were discussed and which decisions were made during the meeting.

Additional information on submitting minutes for publication in the IAEI News can be found in the Meeting Minutes section of this manual.

2. Corresponding Secretary – maintain all correspondence and related documents.

Maintain a list of all members and their current contact information. Online lists are available for download and can be easily manipulated to produce mailing lists, agendas, meeting sign-in sheets, etc.

The secretary is responsible for notifying the International Office of SCD Officer updates as elections are held (see the Officer Update Section). Also, only the secretary can submit notices of member reclassifications for Senior Associate member and Honorary member.

The secretary works with the president to prepare meeting agendas. The secretary sends out notification of meetings for Board and regular meetings. As custodian of the member records, the secretary should determine a member’s eligibility to vote according to the bylaws.

To ensure continuity of policies and practices, a copy of SCD policies or procedural documents should be available at all times. This includes previous meeting minutes, committee reports, SCD bylaws and SCD Operating rules.
3. Treasurer (Financial Secretary)

Running an organization always requires a careful management of finances. The treasurer helps oversee where money comes in and goes out. The financial duties include receiving money, depositing money and reporting finances.

a. Receiving Money – The treasurer is in charge of receiving all dues, meeting or training subscription fees and any other type of transaction. After receiving the money, record how much money was received, who paid it, why it was paid, when it was paid and how it was paid. All this information should be entered into a well-organized, easy-to-read and understand record system. These records are used to balance accounts and finances, and must be reported annually to the International Office and to the IRS (required in the U.S. only).

b. Depositing Money - Once the payments (cash, checks) have been received and entered into the records, the monies must be deposited immediately.

c. Report Finances - Every month, the treasurer will make reports to the board and SCD members. The purpose of the report is to let everyone know where the finances are coming from, where they are going, who has been paid, and any other vital and essential information regarding finances. A copy of the report should be accessible for all members.

By May 15th each year, the secretary/treasurer shall report on forms provided by the International Office the financial state of the SCD as required by the IAEI Bylaws. Failure to submit the required documents in a timely manner puts the Section, Chapter or Division at risk of losing the IRS tax exempt status and/or being dissolved by the International Board of Directors. Additional information on financial reporting can be found in the Fiscal Reporting section of this manual.