

## Secretary

### Description

The secretary shall maintain the records of the association, take minutes of meetings, and handle internal correspondence. The secretary is a member of the executive committee. An unexpired term shall be filled by presidential appointment.

### Duties

1. Attend all general membership (4 times annually) and executive committee meetings (5 times annually).
2. Record minutes of general membership meetings.
  - a. In order for all members to be offered the opportunity to review the draft version before approval at the following meeting, draft minutes should be distributed beforehand in the following ways:
    - i. In electronic format to a member of the internet committee for posting on the CCML website;
    - ii. In electronic format to the Council Quotes blog.
    - iii. In electronic format to the CCML listserv
  - b. After approval at the following general membership meeting, retain a paper copy for the permanent file and send an electronic copy to the internet committee for posting on the CCML website.
  - c. Retain any handouts distributed along with the minutes in the permanent file.
3. Record the minutes of all executive committee meetings.
  - a. Distribute copies to all executive committee members for approval and once approved, redistribute the final version to the committee.
  - b. Retain a paper copy for the permanent file after approval.
  - c. Send the electronic copy to the internet committee for posting on the CCML website.
4. Determine the presence of a quorum at membership meetings. Currently the bylaws state that this is 12 voting members.
5. Send appropriate greeting cards as necessary to CCML members for recognition or sympathy.
6. Handle internal correspondences.
7. Update the secretary bylaws (this document) at the end of term as appropriate.
8. At the end of the term, the secretary should hand off:
  - a. an updated bylaws document to the incoming secretary and webmaster;
  - b. the permanent paper file of past minutes and other documents to the Incoming secretary.

### Documents to Archive – the Permanent File

1. The permanent paper file of the secretary consists of:
  - a. a copy of the secretary's bylaws (this document);

- b. final versions of the minutes of general membership meetings;
  - c. final versions of the minutes of the executive committee meetings;
  - d. Treasurer's reports;
2. The permanent electronic file of the secretary consists of:
- a. a copy of the secretary's bylaws (this document);

### Last reviewed or revised

Name: Jenifer Fisher

Date: 08/29/2018