

## SECRETARY

### I. Selection and Qualifications

- A. The Secretary is a Member, Associate Member, or Retired Member of the Special Libraries Association, and is elected in years alternating with the Treasurer.
- B. The Secretary serves a two-year term.
- C. The Secretary must have access to personnel and equipment necessary for carrying out function II.D., below.

### II. Functions and Responsibilities

- A. Is a member of the Executive Board.
- B. Serves as an ex-officio member of the Nominations Committee.
- C. If necessary signs, along with the President, all contracts and other legal documents. The Secretary shall keep one copy of all such documents.
- D. Records, edits, and produces minutes of meetings of the Executive Board and Advisory Council, as well as minutes of any business conducted at Chapter meetings, in a format that can be both printed and transmitted electronically. (Executive Board meetings are called at least four times each year, while the Advisory Council meets at least twice each year.)
- E. Serves as a contact for outside queries by telephone, e-mail or correspondence with regard to Chapter business and refers callers to the appropriate Chapter officer.
- F. Serves as mentor to committees as assigned by the President.

### III. Procedures

- A. Meets with the President soon after taking office to discuss those responsibilities of a secretarial nature the President wishes to delegate. These duties vary from year to year, depending upon the resources available to both, and may include such things as preparation and distribution of Board/Council meeting notices, distribution of minutes, preparation of rosters and mailing labels, correspondence, and maintenance of centralized file copies.
- B. As soon as possible after new officers are in place, receives (or may be asked to prepare) a roster of Board and Council officers and Council members. The President will also provide the Secretary with copies of all notices and agenda sent to Council members during the year.
- C. If necessary, is the last person to sign legal documents, so that the file copy shows all signatures. (In some cases, however, the vendor will not sign until all officers have signed.)
- D. Prepares minutes in a standard format (use examples from previous years), including meeting name, date, place, times begun and ended, and names of attendees. Minutes

should briefly summarize major points, identify persons presenting those items, and clearly state actions taken.

1. Completed minutes must be approved for publication in whole or in part by the President before distribution. At the President's discretion, such approval may be based on a draft copy or telephone report from the Secretary.
  2. Distribution of the minutes may be handled by the Secretary or the President. Distribution is to all persons present at a meeting (except for Chapter meetings) and absent members of the group. Copies of attachments to Executive Board minutes are sent to Board members who missed the meeting, but to no one else on the distribution list. Electronic distribution is preferable whenever possible.
  3. The Secretary should bring a few copies of the minutes to the next meeting for those Board/Council members who forget to bring their copies. The Executive Board officially approves the minutes at this meeting.
  4. The Secretary keeps each year's minutes (and other files) in a three-ring binder with dividers for each meeting. In addition to files for the current two-year term, the Secretary keeps the files of the two previous secretaries (four year's worth) in order to permit researching of previous actions and/or contracts for Board and Council members. Earlier files are turned over to the Archivist.
- E. In the event of a contested election in which paper ballots are used, receives completed mailed ballots and participates in the ballot counting. (See procedure in Nominating Committee manual.)

IV. Records and Reports

- A. Submits reports upon call of President, including an annual report.
- B. As noted in III.D.above, sends records from all but the two previous secretaries to the Archivist.