



## **ASCLS-Montana Position Description and Guidelines for Completion of Duties**

**Officer Position:** Secretary

**Responsible To:** State President and ASCLS-MT Membership

**Term of Office:** The Secretary shall be elected for a two (2) year term on alternate years of the Treasurer. May serve two successive terms. Term of appointed office is two years, starting August 1, which coincides with the beginning of the fiscal year.

**Recommended Qualifications:** Preferred one year active membership within the Society.

### **Duties and Responsibilities:**

1. Notifies all members of the Society of the time and place of all meetings at least thirty (30) days in advance.
2. Assists President in setting date and time of all meetings.
3. Requests board reports and distributes prior to meeting.
4. Records and distributes minutes from Society general business meetings and/or Board Meetings to the membership and/or Board by publishing them in the newsletter, website or adding to Dropbox.
5. All additional members attending a Board meeting should also receive a copy of the minutes if they were responsible for an agenda item (i.e. Spring Meeting Chair, etc.).
6. Distribution of the minutes should be completed within 30 days of the meeting.
7. Attends Board meetings and general business meetings to report on activities.

### **Guidelines:**

- Summer meeting – travel to meeting
- Fall meeting – travel to meeting or participate in teleconference call
- Winter meeting – travel to meeting or participate in teleconference call
- Spring meeting – travel to meeting held Wednesday before the beginning of Spring Meeting
- General Business Meeting – held during the Spring Meeting, usually on Thursday after the last CE session
- Board Orientation – held at the end of the Spring Meeting, and also during a Go-To-Meeting in August

8. Provides newsletter articles to the Publication Editor and webpage content to the Webmaster; utilizes the ASCLS-MT google groups and Member Community to communicate with the membership. (See the Awards and Scholarship PD for instructions for using these communication tools.)

**Guidelines:**

- Writes a specific article about committee activities when the Publications Editor requests it or
  - Volunteers to write an article pertinent to society activities
9. Keeps informed of all Society activities, reviews all societal publications and communications (email, Member Communities, websites, ASCLS Today, MLN).
  10. Keeps informed on all potential problems relating to the Society and/or the profession existing in the state and relates those problems to the President and/or Board.
  11. Acts as an advisor to the next Secretary for one year immediately following term in office.
  12. Transfers all files to new Secretary prior to their beginning office.
  13. Submits for approval proposed annual membership budget information to the Treasurer 30 days prior to the annual general business meeting.
  14. Provides all records and letters of value to the Society, and its officers, to the File Custodian for permanent storage.