



## **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. Provides draft Board meeting minutes to the President for review prior to distribution to the board. These minutes will be voted on by the board at the subsequent board meeting. Distributes approved minutes from Board meetings to the membership by publishing them in Connect Community and cloud sharing platform.
  - a. Distribution of the minutes should be completed within 30 days of approval.
4. Provides draft minutes from Society general business meetings to a designated minutes committee (e.g. President, President-elect, Board Member). Draft is provided within 30 days of the meeting.
  - Minutes Committee reviews and approves minutes within 30 days of receipt.
  - Distributes approved minutes from general business meeting to the membership by publishing them in Connect Community and cloud sharing platform. Distributes at least 30 days prior to the subsequent general business meeting.
5. Attends Board meetings and general business meetings to report on activities.

### **Guidelines:**

- Summer meeting – travel to meeting or participate in virtual meeting
- Fall meeting – travel to meeting or participate in virtual meeting
- Winter meeting – travel to meeting or participate in virtual meeting
- Spring meeting – travel to meeting held Wednesday before the beginning of Spring Meeting or participate in virtual meeting
- General Business Meeting – held during the Spring Meeting

- Board Orientation
6. Provides newsletter articles to the Publication Editor; utilizes the ASCLS-MT google groups and Member Community to communicate with the membership.  
**Guidelines:**
    - Provides information to state members through articles in the MLN newsletter or posts on google groups, website or ASCLS-MT Member Community.
      - To use the Google Groups, send an e-mail to the following address: [ASCLS-MT@googlegroups.com](mailto:ASCLS-MT@googlegroups.com). This is a group e-mail to the Montana members who have e-mail addresses, and contains lapsed members.
      - To use the ASCLS Montana Member Community, log into the Connect Community (<https://connect.ascls.org/home>) on the ASCLS website ([www.ascls.org](http://www.ascls.org)), then go to Communities. Under Communities, select My Communities, and scroll down to Montana State Society. Select Montana State Society, and click the ADD button after Latest Discussion Posts. This will open up a window to post a message. Follow the instructions and send. This group community only goes to current members.
    - Writes a specific article about activities when the Publications Editor requests it or volunteers to write an article pertinent to society activities.
  7. Keeps informed of all Society activities, reviews all societal publications and communications (email, Member Communities, websites, ASCLS Today, MLN).
  8. Keeps informed on all potential issues relating to the Society and/or the profession existing in the state and relates those issues to the President and/or Board.
  9. Submits for approval proposed annual membership budget information to the Treasurer 30 days prior to the annual general business meeting.
  10. Provides all records and letters of value to the Society, and its officers, to the File Custodian for permanent storage.