

Secretary

DUTIES

Serves as a member of the Executive Board and attends all meetings of the Chapter and the Executive Board.

Records and distributes minutes of the Chapter's business meetings, including the annual business meeting. Minutes are a record of the proceedings of a meeting. They should contain a record of actions taken at the meeting. Minutes are to be kept not only for the annual business meeting but also for all Executive Board and Advisory Board meetings of the Chapter. The first paragraph of the minutes should include the following information:

- Kind of meeting: annual business meeting or executive Board or advisory Board meeting;
- The name of the Chapter;
- The date, time and place of the meeting;
- The name of the convening officer and secretary or their substitutes, and if an executive Board meeting, the names of those present;
- Whether the minutes of the previous meeting were read and approved or corrected.

The body of the minutes should contain a separate paragraph for each subject discussed and should include the wording of each motion; the name of the seconder does not need to be entered. The minutes should state if the motion was approved, failed, failed for lack of a second, amended, postponed, or referred. If there is a count taken of a vote on a motion, the count must be recorded.

Depending on the nature of a committee report, it can be summarized by the secretary or included intact in the minutes. The name and the subject of a guest speaker can be given, but no effort should be made to summarize the speaker's remarks.

The final paragraph includes the time of adjournment and the signature of the secretary.

If unable to attend, finds a replacement to take minutes and submits to Chapter for changes / corrections.

A copy of the minutes should be distributed to the Chapter before the next meeting for corrections. Once approved, copies of the minutes should be:

- Posted in the Chapter SLA Connect folder,
- Sent to SLA Headquarters at membership@sla.org,
- Sent to the Chapter Webmaster for posting on the Chapter website,
- Sent to the Chapter Archivist, or Past President if there is no current Archivist, for printing and collecting in the Chapter Archives.

Conducts official correspondence and maintains a file of current records as requested by the Chapter President. At the end of the Association year, archival material should be transferred to the Chapter Archivist. It is preferable to have two-year overlapping terms for secretary and treasurer to assure continuity of records.

Executes, together with the President, all legal documents of the Chapter.