

## **SECRETARY RESPONSIBILITIES**

The Secretary assumes office at the conclusion of the Section's Second Business Meeting at the ABA Annual Meeting in August. The Secretary must be familiar with the responsibilities that are described in the Section bylaws (see especially Section 4.5) and be prepared for additional responsibilities.

NOTE: The codes used for the primary staff contacts are—

D- Director (Cindy Swan)

M- Program Specialist (vacant)

C- Membership and Marketing Associate (Marsha Boone)

A-Program Assistant (Samantha Schooley)

### **Meeting Minutes** [Contact -- D]

- The Secretary takes the minutes for all meetings of the Section (Business meetings), Council, and Officers.
- If the Secretary is unable to attend any of the meetings, he/she will notify the Chair and make arrangements for another Officer to take the minutes.
- The Secretary disseminates to the Council a Summary of Action and/or draft minutes of each meeting of the Officers within 21 days of the conclusion of such meeting
- The Secretary disseminates to the Council a Summary of Action and/or draft minutes of each meeting of the Council within 30 days of the conclusion of such meeting

### **Appointments** [Contact --M]

- Plan to meet with the Chair-Elect and Vice Chair at Spring, Fall, and Annual conferences to discuss appointments to Section committees and the appointment of Section liaisons to other entities.
- In preparations for your year as Vice Chair, submit an appointee to the Long Range Planning Committee

Appointment Deadline- June 1

**Meeting Attendance** [Contact – D]. Attendance is required at Spring, Fall and Annual Meetings. The Secretary is expected to attend the meetings of the Officers, Finance Committee, Council, Long Range Planning Committee, Scope Committee, Sponsorship Committee, Diversity Committee, Committee Chairs and Vice Chairs (at Fall and Spring Conferences) and Section Business Meetings (at Annual Meeting), The First Timers' Event and the Chair's Court breakfasts.

**Officer Calls** [Contact – D]. Treat periodic Officer calls as events as important as Court appearances. Be sure to read all materials circulated by the Section Director and other Officers in preparation for the meeting and be sure to have reviewed Minutes. Be responsive to Director's requests to add agenda items for Officer calls.

**Section Officers Conference (SOC)** [Contact - D] Attend the SOC Fall Meeting, usually held in Chicago in September. This meeting serves to assist officers to understand their

responsibilities, suggest ideas for planning their year, and provide opportunities to network with their cohorts from other ABA sections and division.

**Finance Committee** [Contact – D]. The Secretary serves on the Finance Committee and attends all meetings. Note that the budget approved by Council in August for the following fiscal year is final; any changes over \$500 must be approved by Council vote.

**Long Range Planning Committee** [Contact -- D] The Secretary serves as an ex-officio-voting member of the Long Range Planning Committee and should plan to attend the committee meetings held in conjunction with the spring and fall conferences.

**Sponsorship Committee** [Contact –D] The Secretary, as the newest line officer, is designated the Vice Chair of the Sponsorship and Fundraising Committee and should attend all of the committee meetings. Work with Section Chair and the Sponsorship & Fundraising Committee members to develop sponsorship opportunities and implement plans for confirming sponsorships so that all sponsors will receive full benefit of brochure advertising for meetings. All sponsorship forms/levels must be confirmed by staff before being shared with potential sponsors. Sponsors' commitment forms must be completed and submitted to staff at least 2-3 months prior to conferences in order to include their information in the conference brochures.

**Preparing to Become Vice Chair, Chair-Elect, and Chair** [Contact – D]

The Secretary must submit his/her nomination for election to become Vice Chair. The Vice Chair must submit his/her nomination for election to become Chair-Elect. The person elected as Chair-Elect automatically becomes Chair at the conclusion of his/her year as Chair-Elect. Read the documents listing the responsibilities of Vice Chair, Chair-Elect, and Chair in order to be prepared to ascend to those offices.

Deadline – Nov. 1

**Budget Preparation** [Contact – D]. Ask staff to confirm the amount budgeted for the Vice Chair's account during your (future) year in that office. Submit request or any change to the Finance Officer. Note that the budget approved by Council in August for the following fiscal year is final; any changes over \$500 must be approved by Council vote.

Budget Request Deadline – April

**Council Meetings** [Contact – D]. Attend all Council meetings convened during Spring, Fall, and Annual Meeting. Participate in Council conference calls, as scheduled at the Chair's discretion, and vote via e-mail when such votes are needed between Council meetings.

**Staff Relations** [Contact – D]. Become familiar with the duties of each staff member and their expectations for what you will need to do as Secretary and later as Vice Chair, Chair-Elect, and Chair.

**Other** [Contact – D]. Keep in mind that other responsibilities may arise that are not listed here. Keep track of them and submit them to the Director to use in updating this list.