

Date Submitted: 12/99

Office: Secretary

General Description of Office:

The Secretary shall record and file the minutes of the annual business meeting of the Association and of all the meetings of the Executive Council. This officer shall be responsible for filing the annual reports of members of the Executive Council and shall handle all correspondence necessary for the proper performance of this office.

This officer is responsible for the following committees: Committee on Achieves.

Specific Responsibilities	Time Line
1. Select the chair for the committee listed above. Meet with committee members.	As necessary/on-going
2. Present the names of all committee members to the executive Council at the fall meeting for approval.	Fall of each year
3. Prepare a report to be given at each Council meeting covering the activities of the committee and the officer.	On-going
4. Contact the chair after Council meetings to convey any questions or charges given by the President, membership, or Council members.	On-going
5. Present a written report at the annual business meeting of the Association	Submitted for publication.
6. Prepare and present annual budgetary request to Treasurer and Executive Council.	As directed by Treasurer
7. Record minutes at each Executive Council meeting and the annual business meeting.	When scheduled
7.1 Read the minutes from the previous Executive Council or annual business meeting.	At the annual business meeting
7.2 Correct previous minutes.	Within 2 weeks after a meeting
7.3 Type and mail minutes to the president for approval and dissemination to each Executive Council member.	No less than 3 weeks prior to the next Executive Council meeting
7.4 File and maintain reports of each Executive Council member and minutes of the meetings.	On-going
7.5 Pass along these filed reports to the Association archivist for the permanent files.	2 years

Secretary

Specific Responsibilities	Time Line
8. Maintain a policy/procedure manual and provide Executive Council members with a copy of new policies/procedures enacted.	On-going
9. Update committee membership lists annually.	September of each year
10. Committee on Archives: This committee has the responsibility for reviewing and maintaining a record of all activities, events, and documents relating to PSHA and the development of the Association. The chairperson shall be assured a permanency so as to maintain continuity. All minutes of the Executive Council and reports of committees shall become archived data.	When scheduled