



## **OPERATING GUIDELINES**

### **SECRETARY**

#### **I. OBJECTIVE**

To describe the responsibilities of and procedures to be followed by the Secretary.

#### **II. TERM OF OFFICE**

The Secretary will serve for a term of two years.

#### **III. DUTIES**

- A. Member of the Board of Directors.
- B. Attends **MARSQA** Board meetings and prepares meeting minutes.
- C. Liaises with Membership Committee to ensure the annual membership listing is maintained and updated annually.
- D. Member of the Finance Committee.
- E. Oversees maintenance of chapter By-laws and Operating Guidelines.
- F. Maintains the **MARSQA** Annual Report and forwards to SQA and Historical Committee.
- G. Assists in the development of policies, procedures and Operating Guidelines for **MARSQA**.
- H. Votes on policies and issues that are required to effectively govern the chapter.

#### **IV. PROCEDURES**

- A. Preparation of Board of Director meeting and teleconference minutes.
  - 1. Minutes should be distributed to all board members in draft form within 10 working days. Recipients should respond with corrections within 10 working days.
  - 2. Minutes must include:

- date of meeting
  - location of meeting
  - names of attendees
  - names of absentees
  - opening/closing times
  - records motions (time and by who) and any votes made (member's name)
3. Initials may be used throughout the text of the minutes for simplicity as long as names are spelled out in attendance list.
  4. Action items may be set apart in each section.
  5. Final minutes will be signed by the Secretary and made available. The final minutes of each Board meeting will be sent to the Historical Committee at the end of the year.
- B. Maintain Chapter By-laws and Operating Guidelines
1. Secretary should scan the minutes for the previous year for By-law issues requiring action by the board.
  2. Prepare changes to the By-laws for placement on the fall ballot.

## V. RECORDS

Sends the following records to the Historical Committee:

- A. Meeting Minutes
- B. Committee Member Lists
- C. Master Membership Directory from SQA at the beginning of the year and additional lists, when necessary, if Membership increases during the year.

**VI. TIME REQUIREMENTS**

- A. Approximately 8 days per year for preparation, attendance of membership and Board of Director meetings.
- B. Average of 5 hours per month on correspondence, phone calls, meeting minute preparation and other projects as delegated by the Board.