



## **State Secretary/Bylaws Position Description**

1. Keep all minutes of Executive Committee meetings, Board meetings, and Convention business sessions.
  - a. Send a draft copy of the minutes to the Board President within two weeks of the meeting for review.
  - b. Send copies of the minutes to the Board within one month of the meeting.
  - c. When the Directors' reports are (e-) mailed to the Secretary by a date predetermined by the President, you will forward all the reports to the whole Board
  - d. Keep a file of all NYS records and have available for reference at all meetings copies of the Association Bylaws, the State Bylaws and AALJW-NYS Board Guidelines and the minutes of the current and two previous years.
2. Serve as the Bylaws Chair for the State.
  - a. Call for proposed changes in the State Bylaws from the branches.
  - b. Present all proposed changes to the Board for approval at the Fall/Winter Board meeting for submission to the Convention.
  - c. Prepare the exact text of the proposed changes with explanatory notes (if necessary) to the Convention Director for inclusion in the Convention mailing.
  - d. Present proposed changes at Convention.
  - e. Notify branches of changes in Association Bylaws that affect branch bylaws after each Association Convention.
    - (1) Follow Association procedures for certifying branch bylaws.
    - (2) Keep records of compliance and encourage delinquent branches to comply.
3. Serve on the Executive Committee.
4. Observe the Secretarial Procedures listed in the Addendum.

## **Addendum - Secretarial Procedures**

1. If possible, take the minutes during any scheduled Board or Convention Business meeting on a lap-top computer. If not possible, a tape recorder is provided and should be used to record all material that is pertinent to actions. Do not rely on the tape recorder as your ONLY source of notes. Take written notes on decisions and actions and any information you can. (The tape recording is sometimes unclear or fails.)
2. Feel free to interrupt business for clarification or remind that action is incomplete. Stop proceedings if you need to change or turn tapes.
3. All dates, times, deadlines, amounts of money and persons responsible, are crucial pieces of information to be noted.
4. It is NOT necessary to note the names of motion makers/seconders. You may simply use M/S/P or F (moved/seconded/passed/failed).
5. Limit the amount of information you give about discussions. Include only items crucial to the decision. Sometimes "A discussion was held on", a motion "that..." is appropriate.
6. Insist that motions made on the floor be given to you in writing before the end of the meeting with proper wording.
7. A written set of minutes should be provided to the President within two weeks of the meeting for her approval.
8. After revision or approval, a copy of the minutes should be provided to the Directors by email within one month or mailed to Directors without email.
9. The Directors' reports will be mailed (emailed) to you by a date predetermined by the President. It is your responsibility to copy reports and mail them to the Board two weeks before the meeting.
10. You are not responsible for late reports. Simply notify the Director that she must copy/mail her own report to the Board members as soon as possible.