

Leadership Skills Helpful to the Position – Secretary

A good candidate is focused and accurate, well organized and detail oriented, has good grammar and spelling skills, listens well, is methodical with an eye for detail and respects confidentiality.

From NYS Bylaws - Secretary/Bylaws

- (1)** Keep the minutes of the annual convention and of the meetings of the Board of Directors and the Executive Committee.
- (2)** At the close of the AAUW-NYS Annual Meeting, send each branch not present at the convention, a copy of the Convention Booklet, Business Meeting Agenda, and copies of resolutions brought before the convention.
- (3)** Act as Bylaws Chair for AAUW-NYS.

From NYS Working Rules - Secretary/Bylaws

1. Serve on the Executive Committee.
2. 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 of the meeting for review.
 - b. Present draft minutes for acceptance at board meetings.
 - c. Send copies of the minutes to the Board.
3. Keep a file and have available for reference at all meetings copies of the National Bylaws, the State Bylaws and AAUW-NYS Board Working Rules and the minutes of the current and two previous years.
4. Act as bylaws Liaison to the Branches
 - a. Assist branches with desired/necessary branch bylaws revisions.
 - b. Receive proposed branch bylaws revisions and check for compliance with state and AAUW National bylaws.
 - c. Give approval for branches to take bylaws revisions to their membership for a vote.
 - d. Keep a file (paper and/or electronic) of current, approved branch bylaws.
 - e. Notify Branches that are out of compliance and work with them to complete compliance.
5. Serve as the Bylaws Chair for the State.
 - a. Call for proposed amendments to the State Bylaws from the branches in the summer state newsletter.
 - b. Review NYS bylaws and submitted amendments for compliance to AAUW, AUW- NYS and NY State non-profit law and present all proposed amendments to the Board at the Fall/Winter Board meeting for approval and 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 to branches and publishing in the state newsletter (FOCUS).
 - d. Present proposed changes at Convention.

- e. Notify branches of changes in AAUW National Bylaws that affect branch bylaws after each AAUW National Convention.
 - (1) Follow AAUW National procedures for certifying branch bylaws.
 - (2) Keep records of compliance and encourage delinquent branches to comply.