

WISCONSIN SECTION - AIHA

Job Description – Secretary

Revised: June 2014

GENERAL

The Secretary manages many of the administrative tasks and most correspondence for the Section. This includes such things as taking and issuing minutes for Executive Committee meetings, coordinating notices and registrations for Section programs, handling membership applications, maintaining and issuing the Section membership list and maintaining supplies.

DUTIES AND ACTIVITIES

- Take and issue minutes in timely fashion for Executive Committee meetings.
- Prepare and send out notices for Section programs.
- Coordinate registrations for Section programs.
- Coordinate membership applications for review by the Executive Committee.
- Update and issue the membership list semi-annually.
- Prepare and issue membership renewal notices. Coordinate responses.
- Prepare and issue election ballots. Coordinate and tabulate responses.
- Solicit Berg Award nominations.
- Handle miscellaneous correspondences with members and others.
- Report election results and list of officers to National AIHA.
- Maintain Section office supplies. Ensure program notice templates are updated after elections.
- Maintain Section records.

PROCEDURES

1. **Meeting Minutes:** The Secretary takes the minutes at all Executive Committee meetings to create an accurate record of all discussions and transactions at those meetings. The draft minutes are to be published and distributed to the Executive Committee members as soon as possible but within three weeks of each meeting.

The draft is to be retained by the Secretary and brought to the next meeting. At that point it is to be reviewed and amended or accepted as is. The Secretary makes any revisions and distributes the final minutes to the Committee members.

2. **Program Notices, Registrations and Arrangements:** Working with the President and President-Elect, the Secretary prepares the notices for Section programs. These are to contain all pertinent information about the upcoming program, including such things as date and time, topic, speaker information, meeting location with directions, meal choices and registration form with return information.

Completed registration forms are returned to the Secretary. The Secretary tracks headcount and compiles a list of who will attend the program and what their meal choices are. The Secretary also retains registration fees until they and the attendance list can be turned over to the Treasurer at the program.

The Secretary keeps the President-Elect informed of registration headcount up to the final days before the program so that the President-Elect can inform the selected venue regarding attendance and meal selections.

3. **Membership Applications:** Application for membership is made on-line via the form on the Section's website. Submitted applications are forwarded to the Executive Committee members via e-mail. When applicable, the Committee members vote on acceptance and indicate their choices to each other via e-mail. After voting, the Secretary follows up with the applicant as appropriate. Accepted applicants are welcomed to the Section and are added to the membership and mailing lists.

4. **Membership List:** The Secretary maintains the membership directory. A working copy is to be kept up-to-date as new and renewed memberships are received. Lapsed members are to be deleted.

A working copy of the directory should be brought to the annual Executive Committee planning meeting each June for review and updating with new officer information. Within one month of the planning meeting, the Secretary works with the Section's webmaster to get the current, up-to-date version of the directory posted on the website.

5. **Membership Renewals:** The first notice for annual membership renewal is to be sent out by e-mail within the first two weeks of January. The notice should request that members indicate any changes such as title, address, phone number, etc. Additional notices shall be sent every few weeks through March. These notices shall remind members that the renewal deadline is April 1, after which they no longer would be in good standing with the Section.

Renewal fees collected by the Secretary are to be turned over to the Treasurer. The membership list is to be updated accordingly. Members who have not renewed by April 1 are no longer in good standing. They should be contacted to inquire about their lapse and encourage them to renew.

6. **Election Ballots:** Using the names supplied by the Past President, the Secretary prepares a ballot of the candidates for the offices being elected. The ballot must be submitted to the Executive Committee by April 15. Upon approval, it is to be e-mailed to all members in good standing during the first week of May. It must be stated clearly on the ballot that the ballot is to be completed and returned to the Secretary no later than May 31.

The Secretary collects and tallies the returned ballots. When the results are available, the Secretary communicates them to the Section members. The Secretary also informs the AIHA Manager of Member Services and the Section's current Board Coordinator of the new officers.

7. **Berg Award:** The Secretary solicits Berg Award nominations from the Section members in conjunction with distributing the election ballot during the first week of May. Any nominations received are communicated to the Executive Committee. They are discussed and voted upon at the June planning meeting.
8. **Records:** The Secretary maintains the Section's records. This includes both paper documents and computer files pertaining to memberships, elections, programs, award nominations, Board Coordinators, and miscellaneous correspondence. These records are turned over to the new Secretary at the annual Executive Committee planning meeting, at which time the outgoing Secretary also reviews the job duties with the new officer.