

## SECRETARY

The Secretary is an Officer of the WMCA and member of the Executive Committee, serves a two-year term, and is subject to election every even-numbered calendar year. The Secretary's term commences in March, upon certification of the General Election results and the administration of the oath of office (typically at the Annual Conference banquet). Vacancies and removal are addressed according to the Bylaws and Elections Procedures. [WMCA Bylaws Section IV]

### The duties of the Secretary shall be:

1. Meeting and Event Attendance:
  - a. Attend the four (4) scheduled meetings of the Executive Committee (typically January, March, June, and October), as well as any Special Meetings called by the President.
  - b. Attend the Annual Conference events, Annual Business Meeting, and sessions as requested by the President.
2. Committee Support:
  - a. Serve as Board Liaison on a WMCA Committee. Liaison responsibilities include:
    - i. Awareness of the responsibilities of your assigned committee (see specific Committee Descriptions).
    - ii. Providing the communication link between the committee and the Executive Committee and reporting on the progress of the committee at the Executive Committee's scheduled meetings.
    - iii. Arranging for the submission of reports from the Committee Chairs to the President for Executive Committee Meetings within the established deadlines.
    - iv. Contacting the committee Chair on a periodic basis to acquire updated progress on committee task assignments.
    - v. Assuming the responsibilities of the Chair in his/her/their absence.
    - vi. If the Chair resigns, serve in that position until the President appoints a new chair.
    - vii. Receive and sign-off on invoices and receipts from Committee Chair, then submit to the WMCA Treasurer for payment.
    - viii. Ensure Committee Chair prepares certificates for committee members.
3. Administrative:
  - a. Acquire and maintain knowledge of the WMCA Bylaws, policies, and procedures.
  - b. Perform such other duties and responsibilities as assigned by the President or Executive Committee.
4. Secretarial/Record-Keeping:
  - a. Meetings & Notices.
    - i. Arrange logistics for the meetings of the Executive Committee (e.g., location, meeting room, meals, and lodging options), as requested by the President.
    - ii. Provide notice of Executive Committee Meetings to each EC member at least seven (7) days prior to the next scheduled meeting.

- iii. Provide notice of the Annual Business Meeting to the webmaster no less than twenty-five (25) days prior to the date of the meeting for distribution to each WMCA member no less than twenty (20) days prior to the date of the meeting. [WMCA Bylaws Section VII.2]
- b. Action Summary.
  - i. Provide an action summary of each Executive Committee Meeting to the members of the Executive Committee no less than twenty-one (21) days following each Executive Committee Meeting.
- c. Minutes.
  - i. Keep an accurate record of the minutes of the WMCA Annual Business and Executive Committee meetings. Provide the draft minutes to the President for inclusion in the Executive Committee materials within the established deadlines.
  - ii. Provide copies of the previous year's Annual Business Meeting minutes to the President for inclusion in the Annual Business Meeting packet within the established deadlines.
- d. Corporate Records.
  - i. The Association shall keep at the regular business office of its Secretary, at a minimum, the following documents (corporate records):
    - Current articles and bylaws; to be made available to all members upon request.
    - Policies and procedures, Executive Committee job descriptions, and Committee descriptions. [Bylaws Article V.5.B]
    - A list of the current officers' and directors' names and entities.
    - Executive Committee and Annual Business Meeting materials, to include agendas, supporting documentation, resolutions, committee reports, and minutes, etc. [Bylaws Article XI.1]
  - ii. The Secretary shall provide the most current versions of these corporate records to the WMCA Webmasters for posting on the Association webpage, as deemed appropriate.
  - iii. The Secretary or designee shall transmit copies of the corporate records to the Audit Committee, as requested. [Bylaws Article X.2]
- e. Miscellaneous.
  - i. Conduct WMCA correspondence as necessary.
  - ii. Prepare resolutions as requested by the Executive Committee or the membership.

Typical Annual Timetable:

Month	Duty Description
Monthly	Committee Liaison Support (as needed)
March	Attend Annual Conference Assume Office (typically at the annual banquet); Take Oath of Office – Secretary (Year 1) Attend March Executive Committee Meeting; take and prepare minutes; and send action summary
June	Arrange for June Executive Committee Meeting logistics, as needed Prepare/review Committee reports for EC Meeting Agenda Packet Provide March Executive Committee Meeting Minutes to President (per deadlines) Provide Notice of the June Executive Committee Meeting (7 days prior) Attend June Executive Committee Meeting; take and prepare minutes; and send action summary Transfer meeting materials and approved minutes to Webmaster for posting online
October	Arrange for October Executive Committee Meeting logistics, as needed Prepare/review Committee reports for EC Meeting Agenda Packet Provide June Executive Committee Meeting Minutes to President (per deadlines) Provide Notice of the October Executive Committee Meeting (7 days prior) Attend October Executive Committee Meeting; take and prepare minutes; and send action summary Transfer meeting materials and approved minutes to Webmaster for posting online
January	Arrange for January Executive Committee Meeting logistics, as needed Prepare/review Committee reports for EC Meeting Agenda Packet Provide October Executive Committee Meeting Minutes to President (per deadlines) Provide Notice of the January Executive Committee Meeting (7 days prior) Attend January Executive Committee Meeting; take and prepare minutes; and send action summary Transfer meeting materials and approved minutes to Webmaster for posting online
February	Provide January Executive Committee Meeting Minutes to President (per deadlines) Provide previous Annual Business Meeting Minutes to President (per deadlines) Provide Notice of the Annual Business Meeting (25 days prior to meeting for distribution by the Webmaster to the membership 20 days prior to the meeting)

Typical Annual Timetable - Continued:

Month	Duty Description
March	Arrange for March Executive Committee Meeting logistics, as needed Prepare/review Committee reports for EC Meeting Agenda Packet Provide Notice of the March Executive Committee Meeting (7 days prior) Attend Annual Conference; Ensure Committee Certificate Issuance Attend Annual Business Meeting; take and prepare minutes; and send action summary Attend March Executive Committee Meeting (if still within term); take and prepare minutes; and send action summary Transfer meeting materials and approved minutes to Webmaster for posting online