

## Secretary

### The duties of the Secretary shall be:

1. Attend the four (4) scheduled meetings of the Executive Committee, as well as any Special Meetings called by the President.
2. Serve as Board Liaison on a standing Committee. Liaison responsibilities include:
  - a. Providing the communication link between the standing committee and the Executive Committee and report on the progress of the committee at the Executive Committee's scheduled meetings;
  - b. Contacting the standing committee Chair on a periodic basis to acquire updated progress on committee task assignments;
  - c. Assuming the responsibilities of the Chair in his/her absence;
  - d. If the Chair resigns, serve in that position until the President appoints a new chair
  - e. Receive and sign-off on invoices and receipts from Committee Chair, then submit to the WMCA Treasurer for payment.
  - f. Ensure Committee Chair prepares certificates for committee members.
3. Keep an accurate record of the minutes of the WMCA Annual Business and Executive Committee meetings and email the minutes to the Executive Committee within 45 days after the meeting for approval. Upon approval of the minutes submit to the Webmaster.
4. Provide copies of the prior year's Annual Business meeting minutes to the President for inclusion in the annual business meeting packet.
5. Send a roster of officers to IIMC, Region IX Directors, WFOA, WMTA and to the presidents of other state associations within Region IX.
6. Make arrangements for the meetings of the Executive Committee (e.g., location, meeting room, meals, and lodging options) if assigned to do so by the President. Mail notices to the Executive Committee at least seven (7) days prior to their next scheduled meeting. Notices may be mailed electronically.
7. Send all approved and signed minutes of the Annual Business meeting to the Historical Committee Chair to be included as part of the historical record of WMCA.
8. Keep WMCA by-laws current. Make available to all members upon request and assure the current version is on the WMCA website.
9. Prepare resolutions as requested by the Executive Committee or the membership. Submit approved resolutions to the Webmaster to be published on the website.
10. Conduct WMCA correspondence as necessary.
11. Send a notice of the Annual Business meeting to each member and Webmaster no less than twenty (20) days prior to the date of the meeting.

12. The Association shall keep at the regular business office of its Secretary and/or Treasurer, at a minimum, the following documents in the form of a record (corporate records);
  - a. Current articles and bylaws;
  - b. A list of the current officers' and directors' names and addresses;
  - c. Minutes for the proceedings of the members, if any, the board, and any official minutes which may be maintained by committees of the board.
13. Secretary or designee shall maintain copies of the corporate records and provide to the Audit Committee as requested.
14. Perform such other duties and responsibilities as the President or Executive Committee may prescribe.
15. Retain electronic copies of WMCA policies, Executive Committee job descriptions and Committee job descriptions.