

OFFICE OF THE SECRETARY

Bylaws: “The Secretary shall be responsible for the minutes of all meetings of the Executive Board and Council. The Secretary shall be responsible for providing guidance to the Executive Board and Council regarding Robert’s Rules of Order, and for monitoring and updating the Council bylaws, operating procedures, and the policy and procedures manual.”

Duties:

1. Record and distribute minutes of Fall and Spring Executive Board and Council Business Meetings.
 - Minutes of the Business Meeting shall begin with a brief description of the program and include date, hotel, city, and state.
 - Each resolution/motion shall be typed in a different font, italicized, or underlined to stand out, and shall include:
 - a. Exact wording of the resolution
 - b. Name and state of individual making and seconding the resolution
 - c. Results of the vote
 - Each resolution shall include background and rationale information in addition to the resolved statement.
 - Pages of each set of minutes shall be sequentially numbered.
 - Minutes of the Executive Board Meeting shall include subheadings for committee reports, new business, old business, etc.
 - Minutes of the Executive Board Meeting shall begin with a list of those present and absent, and indicate the presiding officer.
 - Any reference to an individual in the Business Meeting minutes shall include his or her name and the state that is represented.
2. Expedite all correspondence to CSAP members with the assistance of the Management firm.
3. Periodically review the Council Bylaws and make recommendations for changes that might be needed to have the Bylaws reflect any newly adopted policies.
 - Make available an updated copy of the Bylaws to all CSAP members after any changes
4. Monitor and update the operating procedures, and the Policy and Procedures Manual. Coordinate with the President-Elect who is monitoring changes needed following each Executive Board and business meeting of the Council and with the Management firm who maintains the most current electronic file of each document within the Policy and Procedures Manual
7. Review duties of the Secretary and make recommendations as necessary.
8. Assume responsibilities and activities as directed by the President.
9. Solicit and organize State Brag and Moans for the Conference presentations when agenda permits.

OFFICE OF THE SECRETARY TIMELINE

January:

1. Conduct and archive correspondence as directed or as necessary and appropriate.

February:

1. Conduct and archive correspondence as directed or as necessary and appropriate.

March:

1. Conduct and archive correspondence as directed or as necessary and appropriate.
2. Begin to solicit and organize State Brag and Moans for Spring Presentation.

April:

1. Ensure that the Management firm includes a copy of the CSAP Business Meeting minutes in the Spring Meeting packets.
2. Conduct and archive correspondence as directed or as necessary and appropriate.

May:

1. Attend Executive Board and Council meetings and record minutes.
2. Conduct and archive correspondence as directed or as necessary and appropriate.

June:

1. Send the minutes from the Executive Board and Council meetings to the President for examination. Once the President's changes are made, file the minutes with the Management firm for dissemination.
2. Conduct and archive correspondence as directed or as necessary and appropriate.

July-August:

1. Conduct and archive correspondence as directed or as necessary and appropriate.

September:

1. Conduct and archive correspondence as directed or as necessary and appropriate.
2. Begin Soliciting State Brag and Moans if Fall presentation if agenda permits.

October:

Council of State Speech-Language-Hearing Association Presidents (CSAP)

1. Assure inclusion in the meeting packets of copies of the full Executive Board and CSAP Business Meeting minutes from the Spring Meeting. (Contact the Management firm to confirm.)
2. Conduct and archive correspondence as directed or as necessary and appropriate.

November:

1. Attend Executive Board and Council meetings and record minutes.
2. Review the Secretary's portion of the Policy and Procedures manual and update as needed.
3. Meet with new Secretary and President-Elect to facilitate the transition of records and duties. Pass along all records of Council not needed for post-meeting information dissemination. (Note: This item is done the second year only.)
4. Conduct and archive correspondence as directed or as necessary and appropriate.

December:

1. Send the minutes from the Executive Board and Council meetings to the President for examination. Once the President's changes are made, file the minutes with the Management firm for dissemination.
2. In collaboration with the Management Firm, compile any other materials from the fall meeting for post-meeting mailing or posting to the website.
3. Conduct and archive correspondence as directed or as necessary and appropriate.

Last Revised 09/2011 | 11/2016