

## Greater San Jose Chapter Operating Guide

**Secretary**

*Updated 02/12/2019*

# Purpose

The purpose of this document is to provide guidance on the roles and responsibilities of the position of **Secretary** for current and future Chapter Executive Committee members.

# Roles and Responsibilities

The Secretary responsible for documenting Chapter business, providing approved thereof to committee members, and retaining Chapter correspondence.

Three of the top key elements to success of this Executive Committee position include:

* Continually plays down egos, even when engaged in passionate discussions and decisions
* Contribute significant voluntary time and effort to make the Chapter successful
* Act as a steward of the Chapter’s finances, committing resources with purpose and judgement

Additional responsibilities include:

* Take the appropriate web-based training for the position of Secretary as prescribed by Society on the ASSP website
* Attend Society Leadership Conference in October (if budgeted, this may be funded by the Chapter) to better understand the roles and responsibilities as a Chapter officer.
* Attend the monthly Executive Committee meeting to participate in discussions and decisions, and record the minutes of the meeting
* Distribute and update, as needed, the approved minutes of previous meetings
* Record and distribute minutes and Motions Log of all Chapter meetings for the Executive Committee
* Assist the Chapter President in completing the Chapter Operations, Strategic Planning & Annual Performance Reporting Tool
* Maintain an archive of minutes, including handouts and submittals, and motion log of all Chapter Executive Committee meetings in the ASSP Greater San Jose Chapter Google Drive - Secretary folder
* Research archived minutes in response to Executive Committee requests
* Monitor for administrative deadlines to ensure that the Chapter meets all minimum criteria for retention of the Chapter charter
* Facilitate an orderly transfer of all records to the succeeding Chapter Secretary
* Perform other duties as directed by the President and approved by the Executive Committee

# Procedures

At the monthly Executive Committee meeting provide a copy of the draft minutes from the previous

Executive Committee meeting to be reviewed, amended as motioned, and approved. Make any approved changes to the minutes and publish the minutes as final. Record minutes of monthly Executive Committee meeting and distribute electronically to board members in draft form for review. Distribute electronic copies of approved minutes to all Executive Committee members after each month’s committee meeting. Coordinate with the VP Communications to post approved minutes to the Chapter website.

# Resources

* + Executive Committee
  + VP Communications

[communications@sj.assp.org](mailto:communications@sj.assp.org)

* + ASSP Greater San Jose Google Drive – Secretary folder
  + Copies of year-to-date (i.e., chapter year) Executive Committee meeting minutes and attachments
  + Current Log of Motions (current year-to-date and previous year)
  + Chapter Bylaws
  + Chapter Operations Management Tool
  + Chapter Charter

## **Continuous Improvement**

This document will be updated annually by the Secretary and submitted to the Executive Committee at the annual transition meeting.