

Secretary

Function: As stipulated in the SPNHC Bylaws:

ARTICLE VI. OFFICERS

Section 1: Executive Officers. The executive officers shall be the President, the Past-President, the President-Elect, the Secretary, the Treasurer, and the Managing Editor of the Society's publications. Executive officers are required to be Regular or Honorary members in good standing.

Section 3. The Secretary. The Secretary shall assist the President, shall answer all general correspondence directed to the Society, and shall be responsible for the minutes of all meetings of Council and the Business Meeting of the general membership. The Secretary shall be elected by a plurality of votes cast by the voting members of the Society.

Section 9. Term of Service of Officers. ... The Secretary shall be elected for a two-year term, repeatable consecutively unlimited times.

ARTICLE VII. COUNCIL Section 3. Meetings.

Between regular meetings of Council the President or, on request, the Secretary, shall send to each member of the Council pertinent information about matters of concern. Council may discuss and vote via appropriate communications medium on matters deemed by the President to require immediate action.

Duties

Answer all general correspondence directed to SPNHC and record the minutes of Council meetings and Business Meetings of the general membership.

Prepare the announcement of the Annual Business Meeting for distribution to the general membership.

Solicit and assemble the annual reports of SPNHC officers, committees and representatives into a document package for the Annual Business Meeting of the membership.

Prepare and distribute reports from special projects, etc., as required by the President.

Submit to the Archives all e-mail and print correspondence concerning Council business, including votes, on annual basis.

Maintain copies of all official Society minutes in secretary's 'Minute Book' and electronically.

Calendar items

1 February: send to the Newsletter Editor the Notice of Annual Business Meeting (ABM) and the general agenda for publication. If the timing of Newsletter publication does not provide the appropriate notice period as stipulated in the Bylaws, the Secretary must send the notice out to all members individually.

1 March: send out (or ask the President to send out) a reminder to all committee chairs and representatives that annual reports to the membership are due.

1 April: begin to compile reports, etc. into a documentation package for ABM. Work with President to finalize agendas for Council and ABM. The Council agenda tends to have an opening statement from the President, reports from each committee chair, any other new business, then old business (including motions to approve budgets as they may change during the meeting.)

30 April: send ABM documentation package to Local Organizing Committee for printing.

May/June: one week before the meeting send final version of ABM documentation package, incorporating any reports sent in late, to Local Organizing Committee or SPNHC webmaster for posting online. Prepare an attendance list of the names of Council (including incoming members invited to meeting), all committee chairs and representatives to circulate for signature at start of council meeting.

At the Annual Meeting

Attend all meetings of the Executive and Council.

Record minutes for Council meetings and ABM.

Report at Council on motions passed throughout the year since the last meeting.

Be available for any ad hoc or planned special meetings, etc., that require minutes.

After the Annual Meeting

Produce and distribute minutes of ABM and Council meetings.

Distribute Leadership Manual texts to all committee chairs for revision.

Revised by Judith Price, July 2013

Reviewed by Jean-Marc Gagnon, July 2013