

## **ACLCP Tip Sheet Secretary**

### **From the By-Laws:**

1. Article V. C 5. Secretary
  - a. The Secretary shall be an employee of one of the members of ACLCP.
  - b. The Secretary is appointed by the Executive Committee from a list of volunteers with a term of office of 2 years with a limit of two consecutive terms.
  - c. Responsibilities:
    1. To record and distribute a written record of Board of Directors and Executive meetings.
    2. To maintain a list of current Special Interest Groups and their co-chairs.
    3. To receive and make available the annual written record of Special Interest Group activities and attendance.

### **Notes**

1. The Secretary is required to attend and produce minutes for at least 4 meetings/year
  - ❖ 4 Executive Committee Meetings
2. Writing and approving minutes
  - ❖ Minutes should include absentees in order to track those institutions that are in danger of becoming inactive members as defined in the By-laws.
  - ❖ A first draft of the minutes is sent ASAP via email to all Committee members.
  - ❖ Corrections are received via email.
  - ❖ A copy of the corrected minutes are distributed with the agenda before the next meeting and should be approved at that meeting
  - ❖ Once approved the minutes, all attachments, and all electronic reports are sent to the Administrative Assistant for posting on the web pages.
3. Special Interest groups
  - ❖ Work with the Chair, Vice Chair, and the Administrative Assistant to maintain the list of Discussion Groups. The Administrative Assistant will maintain this list on the ACLCP web pages.
4. The Secretary will need to transfer archive files and binders to incoming Secretary who will forward the appropriate information to the Archives.