



Secretary

Term of Office

The Secretary is elected to office by the membership, in accordance with the procedures detailed for the Nominating Committee. The term of office is two years, beginning January 1 in even numbered years and ending December 31 of the next odd numbered year. The term limit is three consecutive terms in the same office.

General Duties

1. Keep an accurate, permanent record of the proceedings of meetings of the association, Delegate Assembly, and Executive Board. In case of emergency when the secretary cannot take minutes, the secretary in consultation with the Executive Director will make arrangements for the minutes to be taken.
2. Distribute and receive all in-person and email ballots at the direction of the President. Report results to the President.
3. Review the AMATYC History annually (end of year), and provide feedback to the Historian.
4. Provide approved minutes of the AMATYC SPO, SBM, FBM, and Delegate Assembly to the Website Coordinator for posting on the AMATYC internal website and to the AMATYC Office, beginning with the 2012 SPO minutes, and the board motions, beginning with the 1991 list of motions.
5. Maintain a Sunshine Fund to send congratulations or condolences to board members, staff, and leadership with money collected from Board members.

Board Meeting Duties

1. Distribute a rough draft of the Executive Board minutes, including attachments referenced in approved motions and as directed by the President, within 30 days of the conclusion of the Board meeting and a final version within 60 days. Approval of these minutes should be by email. The Executive Board members present and seated at an Executive Board meeting shall constitute a minutes approval committee for that meeting. The chair of the committee shall be the Secretary seated at that meeting. That individual is responsible for initiating and tracking this approval process and informing the current Secretary and President that the minutes were approved.
2. After approval of the minutes, a dated original, which includes all attachments, shall be signed by the President and the current Secretary and shall be sent to the AMATYC office to become a part of the official records of the organization. The Secretary shall maintain copies of all previous minutes of the association and provide the AMATYC Office with a set of official minutes and attachments of every meeting. The approved minutes of each AMATYC Board meeting shall be distributed in unalterable electronic format to the

AMATYC leadership, including the conference coordinator.

3. Assist with the Delegate Assembly agenda and prepare supplemental delegate materials as directed by the President.
4. Following SPO, SBM, SCC, FBM and the Delegate Assembly and at other times as directed by the President, update the Policies and Procedures Manual (PPM) to reflect all changes approved by the Executive Board. Revisions of the PPM are to be reviewed by the President Elect and the Executive Director before the latest version of the PPM is sent to the Website Coordinator for posting on the AMATYC internal website and to the AMATYC Office. For assistance with the PPM, contact the AMATYC Office or the Executive Director.

Delegate Assembly Duties

1. In collaboration with the Regional Vice-Presidents and the Office, the secretary will review an updated list of delegates.
2. In collaboration with the AMATYC Office, make sure that all past presidents are delegates in their appropriate regions.
3. In collaboration with the Office and regional Vice-Presidents certify that the master delegate list is correct and complete. Authorize posting on the website the delegate packets containing the Delegate Assembly agenda and other materials as specified by the President to all delegates at least 30 days prior to the annual meeting of the Delegate Assembly.
4. The Office will prepare delegate ballots which contain four generic ballots to be used for action items listed on the agenda, and an information verification form. The Secretary gives these ballots to the Regional Vice-Presidents for distribution to their delegates prior to the Delegate Assembly meeting. Vice-presidents will assist in collecting ballots and two Vice-presidents and a delegate will serve as tellers to count ballots, as needed.
5. The Secretary will see that the delegate form tops are delivered to the Office Personnel at the Registration Desk after the Delegate Assembly so that delegate attendance can be verified. This is to ensure that only those with voting privileges actually vote at the Delegate Assembly.
6. Record minutes of the Delegate Assembly and supply a draft copy of the minutes to the Delegate Assembly Minutes Approval Committee by email.
7. After approval by the Delegate Assembly Minutes Approval Committee, ensure that a signed set of official Delegate Assembly minutes is sent to the AMATYC Office to be filed and to the Website Coordinator to be posted on the AMATYC website.

Conference Duties

1. Attend and record attendance at the affiliate presidents' function.
2. Attend and record the minutes of the Closing/General Business Session held after the Delegate Assembly, as needed. Distribute these minutes with the minutes of the Fall Board meeting.

3. Attend and record the minutes of the Past-Presidents Advisory Council, providing minutes to the Past-President.