

**POLICIES HANDBOOK:
OFFICE OF SECRETARY**

A. SCOPE OF RESPONSIBILITIES

1. The Secretary verifies and distributes accurate minutes of the meetings of the Executive Board and of each of the General Sessions held at the annual Conference.
2. The Secretary also prepares and distributes accurate minutes of electronic business conducted by the Executive Board and by the general membership.

B. TERM OF OFFICE

1. The Secretary holds an elected position and takes office at the Executive Board meeting following the final General Session at the annual Conference.
2. The Secretary is a voting member of the Executive Board.

C. BUDGET

1. The Finance Committee will solicit a budget request prior to the December* Executive Board meeting.
2. The Secretary prepares a budget request, which includes:
 - a. monies for photocopying,
 - b. mailing expenses, and
 - c. supplies.
3. Provision may also be made for travel to Executive Board meetings.

D. PROCEDURES

1. Minutes

- a. Distribute an attendance sheet at each Executive Board meeting
- b. Get the correct name spelling, mailing address, phone, and e-mail address for each Board member as soon as possible after the Annual Conference
- c. Be specific in making corrections to minutes or reports

d. Compile minutes of electronic business conducted by the Board and by the general membership

e. Minutes shall be distributed to the list electronically and to the Web Editor for uploading to the web site.

f. Distribute copies of the minutes and written reports to the Board via e-mail and to the membership via the NDLA web site as soon as possible following each meeting

2. Resolutions

a. Prior to the Conference, send an e-mail to the NDLA-Executive Board listserv notifying the Board members that the resolution form is available on the NDLA website

b. Be prepared for the first reading of resolutions at the First General Session and voting at the Second General Session

c. If two or more Sections or Roundtables have identical or very similar resolutions, ask them if they would care to co-sponsor a joint resolution

d. Make certain that resolutions are signed by the Chair(s) of the sponsoring body(ies)

e. Resolutions should be prepared using the official form either in paper or electronic format.

E. REIMBURSEMENT

1. See Reimbursement Policy Handbook

<http://www.ndla.info/Handbooks/reimbursementpolicy.pdf>.

F. CHRONOLOGICAL GUIDELINES

1. September

a. Arrange for the Executive Secretary to receive and print copies of the resolutions at conference

b. Prior to the conference, distribute the minutes of electronic business conducted by the general membership since the previous Annual Conference, utilizing the NDLA web site as means of distribution. Provide the minutes of electronic business to the Web Editor for uploading to the NDLA web site.

2. October*

- a. Distribute the minutes of the post-Conference Executive Board meeting via e-mail to former and current Board members, and to the Web Editor for uploading to the NDLA web site
- b. Prepare the resolutions for publication in *The Good Stuff* and to the Web Editor for uploading to the NDLA web site
- c. Review the files and transfer dated information to the Archivist/Historian for retention decisions. It is suggested that the Secretary keep at least four years of back files on hand.

3. December*

- a. Distribute electronic copies of the minutes of the post-conference Board meeting prior to the Board meeting
- b. Approve minutes for the December Executive Board meeting
- c. Distribute minutes to Executive Board via e-mail and to the web editor to post on the NDLA web site.

4. May*

- a. Distribute electronic copies of the minutes of the December Board meeting prior to the Board meeting
- b. Approve minutes for the May Executive Board meeting
- c. Distribute minutes to Executive Board via e-mail and to the web editor to post on the NDLA web site.

5. July-August

- a. Prior to the Conference, send an e-mail to the NDLA-Executive Board listserv notifying the Board members that the resolution form is available on the NDLA website.

*Note: Dates will vary with dates of Executive Board meetings.

Approved by the Executive Board 9/28/01

Reimbursement statement added by Executive Board 3/22/02

Reimbursement statement revised by Executive Board 12/09/02

Reimbursement statement revised by Executive Board 12/03/04

Revised and approved by Executive Board 3/14/08

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