

- EAC SECRETARY – JOB DESCRIPTION

Function	Elected Officer of the EAC Board To record and distribute the minutes of the Board of Directors' Meetings To assist the President and any other Board member as required Signing officer of the Board
Length of Commitment	Two-year term; may be re-elected for additional two-year term
Duties	Prepare agendas for semi-annual Board meetings in consultation with President Ensure that Board reports are submitted in advance of meetings; distribute as necessary Receive copies of AGM reports from appropriate Board members Record and transcribe the minutes of the Board meetings and AGM; copy and distribute as required Update policies and procedures as approved by the Board; distribute to Board members and chapter presidents as required Update Motion book as required Maintain 'originals' of the Chapter President's Manual, Motion Book, etc.; make copies as required Respond to correspondence as required Distribute new Correspondence Course information to chapter presidents Maintain an inventory of EAC stationery and printed material; distribute as required Keep President informed of concerns or problems Forward copies of documents to EAC Archivist as per the EAC Archives Policy and Procedures
Time Commitment	Semi-annual Board meetings: <ul style="list-style-type: none">• Preparation: 5 to 6 hours• Attendance at Board meetings: 3 to 4 days (May & November) AGM: <ul style="list-style-type: none">• In May, on Day 1 of Seminar: 1 day Follow-up from meetings: transcribe minutes, update policies and procedures, copy and distribute documents to Board and chapter presidents, update Motion book, etc.: 20 hours Additional time as necessary to respond to correspondence, etc: 3 to 4 hours per month

Meetings to Attend	Semi-annual Board meetings (May & November) AGM (May)
Skills Required	Ability to record and transcribe accurate meeting minutes Excellent communication skills, tact, diplomacy Excellent organizational skills Word processing skills with access to home computer, including email
Skills Developed	Knowledge and experience of participation in formal executive meetings, adoption of motions, establishment of policies, etc Detailed knowledge of the operation of EAC Interpersonal skills working as a national Board member

SECRETARY - TIME LINE

January

February

March

Early in month:

Prepare memo to all Board members requesting reports for Board meeting, travel information and stationery requests. Encourage Board use of EAC Listserve to circulate reports

Send notice of AGM with proposed agenda to all chapters and request information re chapter president or representatives' attendance at May Board meeting; invite them to include items for agenda

Send Chapter Newsletter Rebate Form

April

Late in month:

Ensure that all Board members have submitted a report and forward as necessary

Photocopy sufficient reports for the chapter presidents who indicate they will be attending the Board meeting; distribute at the meeting

Notify host chapter of travel plans of the Board

May

Attend Board meeting prior to Seminar to record minutes

Attend AGM during Seminar (lunch hour on Day 1) to record minutes

Transcribe minutes of the meetings and mail a copy to each Board member, chapter president and 2 copies to Archives

Update policies and procedures as required. Send copies to each Board member, chapter president and 2 copies to Archives

Update Motion Book

Complete set of Board reports may be sent to chapter presidents requesting such

June

At the end of term of office:

- Update job description
- Forward Secretary files to replacement a.s.a.p.

July

August

Late in month:

Prepare memo to all Board members requesting reports; include request for agenda items. All reports to be sent via email to Board members

September

Early in month:

Contact Board members attending meeting for information on their travel plans and stationery requests

October

Mid month:

Notify all Board members attending meeting of accommodation arrangements, meeting location, etc.

Notify host chapter of Board travel plans

Prepare final agenda in consultation with President

November

Attend Board meeting to record minutes

Transcribe minutes and mail a copy to each Board member, chapter presidents and 2 copies to Archives

Complete set of Board reports may be sent to any chapter president requesting such
Update Motion Book

December

Ongoing

Forward EAC stationery as requested

Reply to correspondence in a timely fashion

Submit quarterly expense forms

Promote EAC

SECRETARY - GUIDELINES

Preparation for Meetings

Board Meetings:

It is the responsibility of the Secretary to bring her copy of the Chapter President Manual and previous minutes to each Board meeting. Also required are copies of Motion sheets (which include the name of the person making the motion, the name of the seconder, the date and space for the Motion to be written), name cards for each Board member and appointees attending the meeting. If feedback is required, evaluation sheets should be prepared. Audio recordings of the meetings are optional.

AGM:

Copies of agenda and minutes from the previous year for each table at the meeting. Name cards for Board members sitting at the head table.

Inventory of Stationery and Supplies

Maintain an inventory of letterhead, envelopes (#10 and 9 x 12), padded envelopes and postcards

Additional supplies include: updates, motion books, Chapter President's Manuals, bylaws, etc.

Stationery supplies are also available for teachers

Note: send stationery and supplies in padded envelopes

Chapter President Manual - Existing & New Chapters

An updated checklist, on blue paper, has been developed and is sent to each chapter president when updates to the manual are made. Those chapters that respond are sent the missing section(s). The Secretary will be advised by the President of any new chapters that are formed. Once the President has received the necessary paperwork, a complete Chapter President's Manual, Correspondence Course information and the latest copies of both the Board of Directors meeting and AGM minutes are to be sent to the new chapter.

Correspondence

Usually correspondence consists of requests for stationery and/or supplies. Assistance may be requested by the President for replies to correspondence, or to photocopy and distribute, via email to the Board, any additional correspondence and/or newsletters.

Expense Reimbursement Forms

These forms may be obtained from the Treasurer and should be used to record expenses (i.e. printing charges, postage, stationery supplies, ink cartridges, etc.). An advance is not provided by the Secretary. The completed form, with receipts attached, is sent to the Treasurer each quarter, or once sufficient expenses have been incurred.