

MHSLA Secretary

Job Description

The Secretary is an elected officer of the organization, whose general responsibilities include recording and maintaining minutes and appropriate records.

Duties

1. Record, distribute and maintain minutes of all board and general membership meetings.
2. Mail notices of all regular and special meetings of the board and membership.
3. Serve as ex-officio of the Publications Committee (?)
4. Mail election slate to board upon direction of the Nominating Committee chair.
5. Mail election ballots to membership 45 days prior to general membership meeting.

Procedures

1. Board Roster

Upon assuming office, compile a roster of executive board members and committee chairs, including addresses, telephone numbers, and the dates of each person's term of office.

This Roster should be distributed to the board at its first meeting for corrections, address changes, etc., and to verify terms of office. The Roster can then be typed, entered in the manual, and distributed to the board members and committee chairs.

2. Minutes

1. Record minutes at all board and general membership meetings.
2. Minutes should be sent to the President for review and approval before distribution.

3. Notices of Board Meetings

Notices should be mailed out at least three weeks before the meeting. Meeting packets should include:

- Meeting notice & map
 - be sure to verify the date, time and room location with the hosting institution.
- Minutes from previous meeting (President should approve first)
- Meeting Agenda if provided by President
- Other appropriate documents such as:
 - handouts from the previous meeting should be included in the packets of individuals who did not attend that meeting.
 - any reports or documents designated by the President or other officer.

3. Maps

- 1) Meeting notices should include a map to the hosting institution. The manual contains maps for some institutions. If you do not have a map, obtain one from the hosting institution..
- 2) Copies of all maps should be maintained in the manual so that new maps do not have to be obtained each time.

4. Board Mailing List/Mailing Labels

- 1) At the beginning of the year, type a mailing list of board members and committee chairs to be used for distributing minutes, notices, etc.
- 2) If possible, type a set of mailing labels for the board meetings. This will speed up mailing of packets.

5. Election Slate and Ballots

- 1) The election slate, which is sent to you from the Nominating Committee, should be sent to the board some time in late May or June.
- 2) Upon the board's approval of the slate, type a ballot (see examples in the manual).
- 3) The ballot must be mailed out to the membership at least 45 days prior to the general business meeting.
- 4) After the election, ballots should be retained for sixty days.

6. Minutes of the Annual Membership Meeting

Minutes of the annual membership meeting should be mailed out to the membership within ninety days of that meeting. These minutes are usually reviewed by the President and the board at its first meeting of the year.

7. Supply of stationery

The supply of stationery should be monitored regularly. The Secretary should also retain the camera-ready board used to print the stationery. Upon leaving office, the outgoing Secretary should make recommendations regarding the stationery - i.e., revisions in the letter-head, need for additional stationery, envelopes, etc., and should pass on the camera-ready board to the next Secretary.



POSITION DESCRIPTION

Affiliated Groups

- Flint Area Health Sciences Library Network
- Metropolitan Detroit Medical Library Group
- Mid-Michigan Health Sciences Libraries
- Northern Michigan Health Sciences Libraries Group
- Thumb Area Medical Information Consortium
- Upper Peninsula Health Science Libraries Consortium
- Valley Regional Health Science Librarians
- Western Michigan Health Sciences Libraries Association

Title of Position

Secretary, MHSLSA

Responsibilities

1. Record, distribute and maintain minutes of all board and general membership meetings.
2. Mail notices of all regular and special meetings of the board and membership.
3. Maintain and distributes stationary supplies.

Deadlines

Board Meeting Notices: mailed at least three weeks before scheduled meeting.

Draft of minutes of Annual Meeting: distributed with annual membership renewals.

Minutes Annual Meeting: Mailed to membership within ninety days of annual meeting.

MHSLA
Secretary

Procedures

1. Board Roster

Upon assuming office, compile a roster of executive board members and committee chairs, including addresses, telephone numbers, and the dates of each person's term of office.

This Roster should be distributed to the board at its first meeting for corrections, address changes, etc., and to verify terms of office. The Roster can then be typed, entered in the manual, and distributed to the board members and committee chairs.

2. Minutes

- A. Record minutes at all board and general membership meetings. The minutes should include action statements.
- B. Minutes should be sent to the President for review and approval before distribution.

3. Notices of Board Meetings

Notices should be mailed at least three weeks before the meeting. Meeting packets should include:

- Meeting notice & map
be sure to verify the date, time and room location with the host institution.
- Minutes from previous meeting (approved by the President.)
- Meeting Agenda if provided by the President
- Other appropriate documents such as:
 - handouts from the previous meeting should be included in the packets of individuals absent from the meeting.
 - any reports or documents designated by the President or other officers.

4. Maps

- A. Meeting notices should include a map to the hosting institution. The manual contains maps for some institutions. If you do not have a map, obtain one from the hosting institution.
- B. Copies of all maps should be maintained in the manual to avoid the necessity of obtaining new ones each time a meeting is scheduled at the same host institution.

5. Board Mailing List/Mailing Labels

- A. At the beginning of the year, type a mailing list of board members, committee chairs, and area representatives to be used for distributing minutes, notices, etc.
- B. If possible prepare mailing labels for board meetings. This will speed preparation and distribution of information packets.

6. Minutes of the Annual Membership Meeting

Minutes of the annual membership meeting should be distributed to the membership at least twice during the year. These minutes are usually reviewed by the President and the board at the first executive board meeting of the year. The preliminary mailing should be marked DRAFT and is to accompany distribution of membership renewals as time allows. The second distribution may occur at the succeeding annual meeting prior to the business meeting.

7. Supply of stationery

The supply of stationery should be monitored regularly. The Secretary should also retain the camera-ready board used to print the stationery. Upon leaving office, the outgoing Secretary should make recommendations i.e., suggested revisions to the letterhead, need for additional stationery, envelopes, etc., and should pass on the camera-ready board to the next Secretary.