

DUTIES OF THE NAWIC “CHAPTER” SECRETARY **STANDARD OPERATING PROCEDURES**

OBJECTIVE:

These guidelines are the standard duties of the NAWIC Chapter Secretary. The Secretary may also be requested to perform additional duties by the President or the Board of Directors.

DUTIES:

The duties of the NAWIC Chapter Secretary are found in Article XI – Duties of Officers, Section 3 – The Recording Secretary and Section 4 – The Corresponding Secretary of the Standard Bylaws for Affiliated Chapters

Article XI – Duties of Officers,

Section 3: The Recording Secretary

Shall be responsible for the permanent records of the Chapter including minutes of all regular and special meetings of the Chapter and the Board of Directors. She shall keep a current roster of Chapter membership and perform such duties as may be requested by the President or the Board of Directors.

In addition, she should:

- *Submit to the President, prior to meeting, a written list of all unfinished business from the minutes of the previous meeting.*
- *Endeavor, if possible to have the minutes printed in the Chapter Bulletin or newsletter so they can be approved as circulated.*
- *Strive to attend Regional Forum or the National Annual Meeting (AMEC).*
- *Submit an annual report of important activities to the Chapter at the close of her term. Deliver the permanent records of the Chapter to her successor promptly.*
- *Action minutes should contain items as outlined in the Secretary’s Handbook.*

Section 4: The Corresponding Secretary

If any, shall be responsible for all correspondence of the Chapter

In addition, she should:

- *Submit an annual report of important activities to the Chapter at the close of her term.*
(NOTE: The Recording Secretary assumes these responsibilities and duties if the Chapter does not have a Corresponding Secretary.)

It is the obligation of the Secretary to have a working knowledge of parliamentary law, Robert’s Rules of Order Newly Revised, and a thorough understanding of Chapter and NAWIC Bylaws and the NAWIC Policies.

The Secretary will take accurate record of the business conducted during the Chapter Board and Membership Meetings, prepare the minutes, and send them to the Chapter President (and audit committee if chapter policy) for review. After they are reviewed and/or audited they shall present the minutes to be approved at the next Board or Membership meeting as applicable.

Chapter “Standing Rules” Rule #6:

The Chapters shall adopt the Sarbanes-Oxley policies by the NAWIC Board of Directors and must be placed in the Chapter permanent records. The policies will be reviewed annually with individual “Code of Ethics” and “Conflict of Interest” being signed by each Chapter Board Member at the first fiscal Chapter Board Meeting

The Secretary will prepare these forms and have them ready to be approved and signed as required. She will then attach them to the minutes for the Chapter’s permanent records.

IV. REQUIRED INFORMATION FROM CHAPTERS (to Director)

- C. Chapter newsletters – Ask your chapters to email their newsletter (or a link to their newsletter) to the entire Board of Directors. We like to hear what is happening in the chapters and pass on ideas.
- D. Monthly business meeting minutes, if not published in chapter bulletin (newsletter).