

Maine AMTA
Chapter Secretary Duties/Job Description

New to Job

Get archives of Minutes

Consider attending *Chapter Orientation Volunteer Program (CVOP)*

Daily/Weekly

- ✓ Keep an eye on e-mail. Respond to queries within 48 hours.
- ✓ Update roster as needed

Each BOD Meeting

- ✓ Send minutes of previous BOD meeting out to BOD members, committee chairs, and delegates 1 week in advance
- ✓ Bring printed roster to each meeting for updates
- ✓ Update roster as needed
- ✓ E-mail new roster to National contact (see below) and to each BOD member, committee chair, and delegate
- ✓ Type up minutes; include Agenda and Committee Reports
- ✓ Send draft of minutes to all parties for content review
- ✓ Submit final draft of minutes to National contact (see below) and all parties
- ✓ Put hard copy of Minutes and other pertinent documents in Archives

Annual Meeting

Before Meeting:

- ✓ E-mail National contact (see below) to ask for most up to date state membership roster to be e-mailed to Secretary 3 days before meeting (give about 2 weeks notice)
- ✓ Bring strips of paper for votes
- ✓ Send previous Annual Meeting Minutes to President
- ✓ *Post “packet” to website, coordinate with a Facebook post and e-blast and mailing to members about Annual Meeting concerning where to find the packet. Include calls for nominees in the elections when appropriate – new for 2014 – coordinate this information with the Chapter Awards info. – see below. This should be done _____... when is info. mailed out by President/Ed. Chair?*
- ✓ *Ask Michael RE: mailed in nominations*

During Meeting:

- ✓ Get count of attendees
- ✓ Keep minutes – get full names of members who move motions from the floor
- ✓ Get Candidates for Delegates and BOD to sign Code of Conduct BEFORE the vote
- ✓ Get votes numbers of candidates for the Minutes

After Meeting:

- ✓ Send minutes for content feedback, then final draft to National contact (see below) and to BOD members/committee chairs/delegates
- ✓ Update roster, forward to National contact (see below) and BOD members/committee chairs/delegates
- ✓ Snail mail signed Codes of Conduct to National contact (see below)

Newsletter Interface/Deadlines:

March 15: Deadline for Newsletter

Submit NERC Scholarship essays to Newsletter chair for possible publication
Blurb to Newsletter about National Conference Scholarship

need more newsletter deadlines and what typically goes in there from Secretary

Scholarships and Awards

National Conference Scholarship:

- ✓ Deadline: July 1
- ✓ Tweak “flyer” for deadline, essay prompt (tied it into National Conference theme for 2013)

is this the same as NERC?

- ✓ *If more than 1 applicant, pull names from a hat.*
- ✓ *Notify winners, President, Web Manager, Newsletter Chair of winners BOD?*
- ✓ *Follow up with winners to make sure they have applied*
- ✓ *Special letter to those not chosen to inform them, thank them, and encourage them to submit next year*
- ✓ *forward application essay to Newsletter (web page?) for possible publication*

New England Regional Conference (NERC) (includes Student Award, First-Timer Award, and Perry Plouffe Award)

- ✓ *Deadline:*
- ✓ Tweak “flyer” for deadline, essay prompt
- ✓ If more than 1 applicant, pull names from a hat.
- ✓ Notify winners, President, Web Manager, Newsletter Chair of winners BOD?
- ✓ Follow up with winners to make sure they have applied
- ✓ Special letter to those not chosen to inform them, thank them, and encourage them to submit next year
- ✓ *Forward application essay to Newsletter for possible publication?*

Chapter Meritorious Award:

- ✓ 2013 Deadlines: Internal – 2/28; to National – 4/1
- ✓ Announce the award at the Annual Meeting
- ✓ Put blurbs in Facebook, annual meeting materials, and e-blast to members (coordinate with annual meeting info)
- ✓ If a chapter member nominates, forward the nomination to the BOD to review. If nomination is for a BOD member, that person is not involved in the discussion. 1 nominee is chosen to be forwarded to National contact (e-mail will be received from National contact person)

National Contact

AMTA

500 Davis St. Suite 900

Evanston, IL 60201

847-905-1656

Silas Dameron

e-mail needed

include “flyers” for different awards and scholarships so material is all in same place