

SECRETARY

Term Length:

Two years. Term commences at the beginning of the fiscal year following elections in even-numbered years.

Duties and Responsibilities:

To record the minutes of MLA Board of Directors, Executive Committee and general membership meetings.

To maintain Policy and Procedures Manual, incorporating new or amended bylaws, policies, positions, and job descriptions as such items evolve from Board of Directors or general membership meetings.

Serve as a voting member of the MLA Board of Directors.

Serve as a member of the Executive Committee.

At Board of Directors and general membership meetings, record the minutes and maintaining file of documents pertinent to said meetings.

Serve as Chair of the Bylaws and Policy Committee.

Submit a copy of proposed bylaws changes for mailing with the call to conference.

Support the Board of Directors in reaching annual goals.

Conduct annual performance review of Executive Director with the Executive Committee.

Estimated time commitment: 8-12 hours per month

Reports:

Prepare minutes of each Board of Directors, Executive Committee and general membership meeting with a copy delivered to the President and a copy delivered to the Executive Director. Provide a copy of the general membership meeting minutes to the MLA office for inclusion in the Newsletter.

Prepare annual written or oral report on the Bylaws and Policy Committee's activities.

Report to the Board of Directors on all proposed bylaws changes no later than the Board of Directors meeting held prior to the conference mailing.

Annually or as needed to the Board of Directors.