



SECRETARY

Summary

The Secretary is elected by the general membership of CRLA to be on the Executive Board. The Secretary attends all board meetings and actively participates in the discussion and decision-making. This position carries one vote.

The main functions of the Secretary are to record, store, and disseminate information from the board meetings, cross-referencing them for easy access when appropriate. The Secretary also keeps various records of the organization complete and up to date.

The term of office is 3 years. The secretary is elected in years evenly divisible by three.

Minimum Qualifications

1. Must have been a member of CRLA for five years.
2. Must have had some CRLA leadership experience (committee chair, SIG or S/R/C leadership, etc.).
3. Must be comfortable organizing and managing documents and folders, group email lists for communicating with leaders, and recording meetings.

Specific Responsibilities

1. Confirms with the Management Company that when incoming officers (elected or ex officio) are announced, they are given permissions to Board Docs and sent instructions about how to access the site.

At each meeting/conference call

1. Has on-hand digital copies of minutes and attachments of meetings from the past year. Record the minutes, using a reliable system (e.g., laptop computer, tape recorder, digital recorder, pen, with a backup system). During the month, record any e-votes that are taken and add them to the next month's minutes.
2. Prepares a draft of the minutes and emails the draft to Executive Board members and to individuals in attendance at the meeting for possible revisions and/or corrections. Presents a draft of the minutes with revisions to be approved by motion at the next board meeting.
3. After the corrected minutes are approved, sends the minutes and attachments (any reports or documents submitted for the meeting) to the Management Company to be posted to the My CRLA section of the CRLA website; double-checks that they are posted in the minutes' folder correctly and maintains a personal digital copy of the approved minutes and attachments.

At the annual conference

1. Presents an oral report at the business meeting, summarizing the highlights of the Secretary's activity over the past year.

2. Attends all board and board-related meetings. Has all updated records/lists posted in the Board Agenda folder.
3. Takes minutes at all general meetings.
4. Has all Board Members sign a Conflict of Interest Statement at the post-conference Board meeting.
 - a. An example of the Conflict of Interest Statement is below. The Secretary should keep a digital copy to be printed, provided to and signed by each Board member at the post-conference Board meeting.

Conflict of Interest Statement

Article 5, Section 3 of the CRLA Bylaws states:

No member of the Board of Directors shall participate in any discussion or vote on any matter in which the director or a member of his or her immediate family has a potential conflict of interest.

As a member of the CRLA Board of Directors I acknowledge that:

- I have received, read and understand the CRLA Conflict of Interest Statement.
- I agree to comply with this statement.
- I understand CRLA must engage primarily in activities that accomplish its tax-exempt purpose in order to maintain its exempt status.

(Signature) _____

(Date)

Printed Name _____

Board Position _____

Annually

1. Works with the Executive Director to be sure all corrected minutes for the year are posted to MyCRLA and Board Docs correctly, per Board policy.

General Duties and Responsibilities

1. Retains all correspondence and information related to this office. At end of term of office, forward items for the past three years to the new Secretary and earlier items for archiving, as per Board policy.
 - a. Depending on the items, they should either be sent to the Historian for archiving or posted to Board Docs.
2. Consults with the incoming Secretary, as requested, to facilitate the seamless operation of the office.
3. Updates the Running Record regularly.
4. Updates the master Job Descriptions document when jobs are created, revised, or retired.
5. Each fall, provides individual job descriptions to CRLA leadership, requesting any suggested changes or revisions, to be presented to the Board for approval during the pre-conference Board meeting.
 - a. Conference Team job descriptions are distributed with all of the others, but they are not due until after the annual conference has concluded, so the leaders can provide accurate feedback based on that year’s conference experience.
6. Checks the membership status of individuals entering leadership positions.

7. Updates the *Policies and Procedures Manual* as the Board approves changes.

General Responsibilities of all CRLA Board members

1. Attends all CRLA Board Meetings
 - a. Annual conference meetings before and after the conference;
 - b. On-site Conference meeting in the spring;
 - c. Monthly online meetings;
 - d. Any other assigned meetings such as a retreat.
2. Attends all CRLA Conferences which includes special conference events and the annual business meeting
3. Provides input into agendas, policies, procedures, discussions, appointments, and reports
4. Submits an annual report by September 30th of each year
5. Attends assigned conferences or meetings as approved by the CRLA Board
6. Submits copies of appropriate correspondence or reports to the archives (as determined by official CRLA policy)
7. Signs a conflict of interest statement according to Article 5, Section 3 of the CRLA Bylaws and to be filed with the Secretary of CRLA.
8. Revises any suggested changes to job description during term and update job description at end of term.
9. Conducts other specific duties assigned by the Board

Annual Budget Proposals

The CRLA Executive Board discusses the upcoming fiscal year's budget. All Board members and CRLA leaders who are responsible for budget categories and/or individual items must submit a budget proposal each year for the upcoming year. **These budget proposals are due to the Treasurer *no less than one month before the date of the designated Board meeting.*** The Treasurer will reach out to all Board members, Chairs, and Coordinators, sharing previous budget information to help inform the new budget proposals. The Treasurer will share the deadline for submitting budget proposals well in advance of the date needed.

Reimbursement for Conference and Board Meeting Expenses

- All reasonable transportation, hotel, meal expenses, and conference registration will be covered for the annual conference. This includes incoming Board members.
- Membership fees are the responsibility of each Board member and are not reimbursed by CRLA unless they are a lifetime member.
- All reasonable transportation, hotel, and meal expenses will be covered for travel on CRLA business such as attendance at state conferences, or sister organizations meetings.

Position Onboarding Requirements

Incoming Secretary Responsibilities

- Participates in conference calls during the months after election/appointment and prior to the annual conference, as schedule allows, to become familiar with topics facing the board and protocol for meetings.
- Becomes familiar with CRLA website and other relevant information concerning the Association.
- Attends the face-to-face Board meetings held the three days prior to the Annual Conference at the conference site—as requested by the CRLA President.

- Communicates with the current Secretary concerning transfer of duties, including materials, reports, files, and procedures.
- Works with the outgoing Secretary to ensure a smooth transfer of leadership; this should include monthly or regular phone/Zoom calls to discuss key job responsibilities and procedures.

Outgoing Secretary Responsibilities

- Once the incoming Secretary has been appointed, schedule regular or monthly meetings to discuss key job responsibilities and procedures and ensure a smooth transfer of leadership.
- Share and explain all relevant files, documents, etc. with the incoming Secretary in advance of their taking office.
 - Provide the CRLA Policies and Procedures Manual to the incoming Secretary and identify the areas that relate to the Director's role.

Accepting this position allows CRLA to publish name, email address, work address, and work telephone number.

(Revised April 2007; October 2008; November 2008; Oct. 2010; June 2013; Sept. 2014; November 2016; November 2017; March 2018; October 2019)