**The Information Systems Section**

**Secretary’s Operating Manual**

Version 2.0

July 16 2010

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**OVERVIEW**

**Term and duties as specified in the by-laws:**

The Secretary is elected for a one-year term and is eligible for re-election for two additional one-year terms. The duties of the Secretary are to:

1. Supervise the keeping of records of sectional meetings and procedures, and to post the minutes of the annual business meeting and executive meetings on the IS section website within 30 days of the meeting.
2. Work with the Chair of the Membership Service Committee to follow-up on membership activities, including surveying former section members who did not renew their membership.
3. Work in liaison with the AAA Administrative Secretary regarding all facets of sectional membership.
4. Maintain the operating manual.
5. Develop and execute plans and programs to enhance section membership.
6. Serve as a member of the By-Laws Review Committee.[[1]](#footnote-1)

**TIMELINE**

1. The IS Section’s fiscal year runs from Sept. 1 to Aug. 31.
2. The new Secretary officially begins their duties on Sept 1. However, the incoming secretary is expected to attend and take minutes at the executive meeting following the annual business meeting chaired by the incoming President.(The outgoing secretary is responsible for taking minutes of the annual business meeting chaired by the current President.)
3. The Secretary should take minutes at the Executive Committee meeting held each January in conjunction with the IS Section Mid-Year Meeting.
4. Minutes should be distributed to the Executive Committee along with any other pertinent documents distributed at the Executive Committee meeting and posted on the IS section website within 30 days of the meeting
5. The Secretary should liaise with the Chair of the Membership Services Committee to survey former members who did not renew their section membership. A report is to be prepared and forwarded to the President and Vice-President Elect by July 1.
6. Towards the end of their terms, the Secretary should request the President, Vice-President, Treasurer, Secretary, Mid Year Chair, Annual Meeting Liaisons, and Newsletter Editors review their relevant operations manuals and provide recommended updates and changes. The secretary is responsible for coordinating the updates and leasing with the incoming president to approve updates. Any required updates should be posted on the section website by July 1.
7. The Secretary should take minutes at the annual business meeting held each August in conjunction with the AAA annual meeting.
8. Handover to incoming Secretary.
9. Minutes should be distributed to the Executive Committee along with any other pertinent documents distributed at the Executive Committee meeting and posted on the IS section website within 30 days of the meeting.
1. The By-Laws Committee consists of three members, one of whom is the Secretary. The function of this committee is to advise the Executive Committee on changes in the By-Laws. [↑](#footnote-ref-1)