

YALSA Board of Directors – Annual 2006

**Topic: Proposal to Add Secretary to Board
Item #3**

**2006 Annual Conference
New Orleans, LA
June 22-28, 2006**

Topic: Proposal to Add a Secretary to the Board

Background: At the 2006 Midwinter Meeting the Board discussed the possibility of restructuring the association in order to be better able to meet the needs of members and advance YALSA's mission. During the j 6.67261 0 Td (e)T0 T

Specific Duties

Minutes

The secretary is responsible for ensuring that accurate minutes of meetings are taken and approved. Requirements of minutes may vary with the jurisdiction but should include at a minimum:

- date, time, location of meeting;
- list of those present and absent;
- list of items discussed;
- list of reports presented;
- text of motions presented and description of their disposition. (**see note 2**)

The Secretary signs a copy of the final, approved minutes and ensures that this copy is maintained in the corporate records.

Custodian of records

The secretary works with staff to ensure that the records of the organization are maintained as required by law and made available when required by authorized persons. These records may include founding documents, (eg. letters patent, articles of incorporation), lists of directors, board and committee meeting minutes financial reports, and other official records.

Membership Records

The Secretary works with staff to ensure that official records are maintained of members of the organization and Board. He/She ensures that these records are available when required for reports, elections, referenda, other votes, etc.

Bylaws

The Secretary ensures that an up-to-date copy of the bylaws is available at all meetings.

Communication

The Secretary ensures that proper notification is given of directors' and members' meetings as specified in the bylaws. The Secretary manages the general correspondence of the Board of Directors except for such correspondence assigned to others.

Meetings

The Secretary participates in Board meetings as a voting member. The Secretary provides items for the agenda as appropriate. In the absence of the President and Vice-President, the Secretary calls the meeting to order, presiding until a temporary chairperson is elected. The secretary records meeting minutes as described above depending upon the bylaws and practices of the

organization, the Secretary may perform these duties for Member meetings (eg. Annual General Meeting) and/or for an executive commit