

WSCA Secretary

Terms of Office

The President with approval of the Governing Board shall appoint the Secretary. The Secretary shall serve a 3-year term and can be reappointed.

Role Description

1. Be prepared for and attend all Governing Board Meetings.
2. For each meeting prepare the following
 - Copy last months minutes for distribution to all members
 - Provide blank motion forms
 - Provide voting cards and collect after each meeting
 - Create and distribute an attendance record
3. Record the minutes of all Governing Board meetings.
 - During the meeting take notes on all presented
 - Type a formal record
 - Upon approval make necessary changes and send approved minutes to Technology Chair
4. Complete other duties that may be assigned by the President or directed by the President.
5. Submit budget requests to the Governing Board.
6. Prepare articles for Counselink when requested.
7. Maintain expense records and submit to treasurer reimbursement forms for the said expenses, i.e. stamps, paper, letterhead, envelopes.
8. Maintain mileage records.
9. Recruit and host sectionals for the WSCA Conference and assist in other areas as needed.
10. Keep and file all previous minutes and motions. Maintain a log of all motions presented.
11. Be responsible for a face to face transitional meeting with the new board member. Discuss binders, file boxes, job descriptions and task calendars.