

# **MNC-PAUMCS Job Description**

## **SECRETARY:**

The Secretary shall:

- serve on the Executive Committee;
- write such letters as the Executive Committee may designate;
- keep neat and accurate records of all business meetings, with the exact wording of every motion, whether rejected or carried;
- receive reports from all officers and standing committee chairs;
- indicate in the minutes the names of persons appointed to committees or in any capacity;
- record brief extracts of discussions, but add no personal comments of any kind, favorable or unfavorable;
- have available for reference, at all meetings of the Executive Committee and of the Association, current minutes of the organization, copies of the Bylaws and lists of members and committees.

## **MINUTES GUIDELINES:**

- date, place, time of meeting, and an addendum of those present (noting members as well as non-members);
- name of person presiding;
- name of secretary taking minutes;
- all motions, adopted or rejected (withdrawn motions should not be recorded);
- the names of the persons making the motion and the second (for all motions);
- minutes should be distributed to the Executive Committee in a timely manner after each meeting.

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## **EXECUTIVE COMMITTEE**

The Executive Committee shall:

- have a working knowledge of the Bylaws, the Standing rules, and Guidelines;
- have at least three (3) meetings annually;
- maintain appropriate records and each Executive Committee member shall transfer said records to his/her successor at the Annual Meeting;
- receive reports and recommendations from committees for review and/or approval;
- attend all Executive committee meetings and fulfill their responsibilities.

Members who are unable to attend a meeting shall notify the President and submit a written report for the agenda from their area of responsibility. Continual absenteeism will result in replacement, in accordance with Bylaws Article VI, paragraph V.