

# American Association of Law Libraries

## Job Description: Secretary

The Secretary is the recording officer and custodian of records of the Association. The Secretary supervises preparation of minutes and oversees the election process.

These activities are in addition to assuming the duties and responsibilities of all Board members, which include preparing for and attending all Board meetings, making chapter visits, serving as a committee liaison, attending Board events at the Annual Meeting, and generally participating in Association governance activities. See description for Executive Board for additional details. <http://www.aallnet.org/board/>

### Board Governance

#### Takes Notes at all Executive Board Meetings

The Secretary takes notes at these meetings, as does the Executive Director. It may be useful to make notations in the Board Book. Where the Board goes into closed session (usually only with regard to confidential matters such as personnel issues) notes are kept but the Secretary will read into the minutes the fact that the discussion was held, but no details of any discussion are indicated. The Association is guided by Sturgis, Standard Code of Parliamentary Procedure.

#### Works with the Executive Director and AALL staff on the preparation of the minutes of the Executive Board meetings.

The minutes contain only the basic actions which took place and do not include names or indicate how Executive Board members voted (except where the individual Board member so requests). The minutes serve to show the thought process of the Board and how conclusions are decided as well as to memorialize the actions of the Board.

The notes of the Secretary and the Executive Director provide the basis for the minutes of the Board meetings. Shortly after the meeting, the Executive Director writes a draft of minutes and forwards them to the Secretary. The Secretary adds to and revises these minutes, making such changes as are indicated by his or her notes and then confers with the Executive Director regarding the changes. Those corrections and changes are sent to the Executive Director's Assistant who makes the corrections and forwards the corrected minutes, the second draft, to the entire Board for revisions and corrections. The Board members direct any specific changes or additions to the Secretary who decides whether and how they should be incorporated into the official minutes. These changes are then sent to the Executive Director's Assistant who makes the changes and prepares the minutes for the Board Book for the next Executive Board meeting. At that Board meeting, the minutes of the previous meeting are introduced by motion of the Secretary, seconded by another Board member, and approved by a formal vote.

Occasionally, the Board will take action during a conference call. The Secretary takes notes, prepares (again in consultation with the Executive Director) and circulates minutes and finally presents the minutes for approval at the next Board meeting.

**Attends meetings with the Parliamentarian prior to Business Meeting at the Annual Meeting.**

The Secretary, along with the President and Executive Director, meets with the Parliamentarian before the annual Business Meeting at the Annual Meeting to discuss the agenda and process that will take place at the Business Meeting. The Secretary also takes notes at the Business Meeting and, later, prepares an article for *AALL Spectrum* detailing what transpired at the Business Meeting for members unable to attend.

**Approves final wording for AALL official ballots prior to their mailing.**

The Secretary approves all wording in each official mail ballot of the Association, including the verification of the names, affiliations, and locations of the candidates for accuracy. As the Secretary is referenced on any ballots as the person to contact with questions regarding the election, the Secretary should be ready for any questions regarding procedures and past practices. Actual receipt and counting of the ballots is handled by Headquarters.

**Receives the results of AALL Executive Board elections and calls all candidates that day with this information.**

Sometime close to the date that the election results will be tabulated, the Secretary sends an email to the candidates requesting them to contact the Secretary and verify a telephone number where the candidate may be reached on the day the results of the election are tallied. The Secretary will contact each candidate at that phone number, starting with those who have won the election, and finishing with those who have not won. When all are contacted and informed of the election results, the Secretary will then contact the Executive Director to alert him/her that all candidates have been notified. A broadcast email announcing the results will have been prepared by Headquarters for broadcast to the Association membership and for posting on the AALLNET web site. The email and posting will occur once all the candidates have been reached and the Executive Director notified.

**Board Committees**

The Secretary serves on Board committees as assigned by the President. The Secretary regularly serves on the following Board committees:

**Executive Director Review Committee**

The Secretary is a member of the Executive Director Review Committee which is responsible for the annual review (in the fall) of the Executive Director and is chaired by the Immediate Past President.

**Executive Committee**

The Secretary serves as a member of the Executive Committee which is comprised of the

Board officers and is chaired by the President.

## **Communicator & Liaison**

### **Writes a Secretary's column for publication in *Spectrum* after each Board meeting.**

The Secretary writes a summary of Board action after each Board meeting in the form of a column for *Spectrum*. The column covers the salient points of Board action, consent and information items. Summaries may be brief with little or no explanation given. Members with questions may contact any Board member to get questions answered. Because the deadlines for *Spectrum* are always very close to the end of the Board meetings, the time for completion of the column is limited.

### **Serves as liaison to the Bylaws and Resolution Committee**

<http://www.aallnet.org/committee/bylawscom.asp>

The Secretary, as Board Liaison, is included on any correspondence from the Bylaws and Resolutions Committee on Section or Chapter bylaws changes and suggested Association Bylaws changes. It is the responsibility of the Secretary to insure that the appropriate unit Board Liaison is informed is to the incipient changes in bylaws of that unit. The Secretary also works with the Bylaws and Resolutions Committee Chair on any proposed bylaws changes which arise from the Executive Board.

Revised July 20, 2009