

## **Secretary**

Standard Operating Procedure

Prepared by Eric Lee, 2008-2009

### **Background:**

To familiarize a new or incumbent individual to the duties and responsibilities assigned to the Section Secretary, a written set of documents will be assembled for reference. The National Section of AWWA provides a binder titled the ABCs of AWWA for officers and the particular document for Section Secretary is an excellent source of information for the Secretary position. The binder provided by National and the Nebraska Section's written Standard Operating Procedures for the Secretary position should be viewed as a source of reference for Section related duties and responsibilities.

### **Nebraska Section Secretary Duties and Responsibilities**

An official list of duties and responsibilities is listed in the National binder. Note the time requirements for the position and that the job description varies, and should be tailored to meet the Sections needs accordingly.

1. Attend all Board meetings and record the minutes. If unable to attend, make arrangements before the meeting, for someone (usually the Treasurer) to record the minutes.
2. Provide an attendance sheet for all individuals present to sign. Note any conference call participants on this sheet.
3. Distribute the previous board meeting minutes for review. The chair will usually make a motion to accept the minutes if no changes or corrections are noted. If changes are noted, make the necessary corrections and have a final version posted to website.
4. Prepare the minutes in Word document format then send to Mari Matulka via e-mail for editing. She will send a version back for your review, if the edits and corrections are acceptable, have Mari post as draft minutes on the website.
5. Ask committee chairs, director, chair and treasurer for written reports if they have not already been provided. Use these reports in conjunction with your meeting notes to prepare the meeting minutes.

### **Pre-Conference Forms**

Pre-conference forms are required to be electronically completed and submitted to National through their website. They comprise of section awards and annual conference information. These forms are to be completed six weeks prior to the annual Fall Conference. Print a hard copy of the completed forms for your files and future reference.

### **Section Awards**

The following awards or pins need to be ordered six weeks prior to the fall conference.

1. Section Chair Award (Same individual)
2. Past-Chair Pin (Same individual)
3. Fuller Award Pin
4. Operators Meritorious Service Award

Awards need to be inscribed, pins do not. Sometimes the secretary orders all awards, however the Awards Committee chair also can do this. It is beneficial to communicate and work with the Awards Committee to ensure all the necessary pins and awards are ordered and received, and to avoid duplication.

### **Annual Conference Information**

1. Describes the dates and location of the annual fall conference to National.
2. Provides detailed information to National and the official representative/dignitary. Details such as travel arrangements, lodging, attire, speeches, entertainment, spouse, banquet, luncheon, attendance of the annual board and business meeting are entered and submitted through these forms. Print a hard copy of the completed forms for your files and future reference.

### **Post Conference Forms**

These forms are to be electronically completed and submitted to National one month after the fall conference.

Both the future annual conference meeting information, and the Fuller Award winner usually will not have been decided by the Section, by the time these forms are due. In the past the Section has not made the one-month deadline to complete these forms for this reason. Once the information is available on the next annual conference dates/location and who the Fuller Award recipient is, the information can be supplied to the section services coordinator.

### **Fuller Award**

Most likely the Fuller Award will not have been selected by the time this form is due. Contact the Fuller Award Committee chair to see if someone has been selected. If a selection has been made, the information on the individual can be submitted to National. A 40-word citation on why the person is being honored with this award is required also. Usually it is best to solicit input on the 40-word citation from the professional and personal friends of the selected individual. Past Fuller award citations can be used as a template for the current year's winner. Remember the award is a secret, so do not solicit the selected individual for any input concerning this citation.

### **Insurance Forms**

Use the previous year's hard copy forms to use as a guide for submitting this information. Most information will not change, however if anything does, the new information will need to be entered in the form as it is being updated/submitted to National.

### **Miscellaneous Forms**

No due date. The bookstore order form can be used to order book store materials.

If there are any questions about how to perform the duties and responsibilities of the Section secretary not outlined in the National Binder or Section SOPs, contact board members or the National Section Services Coordinator for assistance.