

SECRETARY RESPONSIBILITIES/EXPECTATIONS

REPRESENTATION

1. Follow Board member position description.
2. Serve as an Officer of the Federation and a member of the AFT-Wisconsin Executive Board
3. Serve as Chair of the Convention Committee

ACCOUNTABILITY

4. Adhere to the Code of Ethics and Code of Conduct.
5. Process all official AFT-Wisconsin correspondence that requires the signature of the Secretary and official documents that they sign. Prepare, maintain and assure the official documents of the Federation are kept at the AFT-Wisconsin office for review and historical purposes.
6. Record the minutes of all Board meetings. Minutes should: record motions, discussion and decisions; give insight into why decisions were made; let those who were not present familiarize themselves with what went on. This will assure the accuracy of recollection of decisions; confirmation of eligibility to vote; continuity of policies and procedures and accountability of the Board members.
7. Compile, maintain and distribute all finalized minutes of the Executive Board meetings and the annual convention.
8. Keep a record of all policies approved by the Board in the AFT-W Policy Manual
9. Maintain a list of actions needed for follow up and subsequent meetings.
10. Work with Executive Assistant to maintain and monitor a master calendar of important dates for the Federation such as conferences, conventions, etc. Such as national conventions, training. By looking at what is coming up, the Board is able to avoid having too many important decisions happening in too short a time. Many of these will come at the same time each year.
11. Maintain lists of Board and Committee members
12. Attach the budget when adopted so it is recorded
13. Turn over files in good order to AFT-Wisconsin
14. Issue the call for all Conventions.

MINUTES

The secretary is responsible for ensuring that accurate minutes of meetings are taken and approved. *Minutes should have enough information to help absent members understand what issues were discussed and what decisions were made.* Official minutes recorded by the secretary should also include any corrections made to the minutes, a restatement of any motions made and the roll call. Many times a financial institution will require a resolution stating the action taken.; the resolution also names the signatories. They should include

- 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
- major expenditures

CUSTODIAN OF RECORDS

The secretary ensures that the records of the organization are maintained securely. These records may include the Constitution, Policy Manual, list of board members, minutes and other official records.

CONSTITUTION/BYLAWS

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

SIGNING OFFICER

The Secretary may be designated by the Board of Directors and/or bylaws as one of the signing officers for certain documents. In this capacity, the Secretary may be authorized or required to sign correspondence, applications, reports, contracts or other documents on behalf of organization.

Salary & Payroll Tax	None
Retirement	None
Health Insurance	None
Reasonable Expenses (refer to Travel & Expense Guide)	Must adhere to Travel and Expense Guide. Those expenses over the limit will not be paid.
Mileage Rate	Executive Mileage rate: 75% of IRS rate
Out of State Travel	If paid for by AFT-Wisconsin, must be approved by Executive Board