



# SECRETARY

## ABA Job Description

### BASIC FUNCTION

Keeps accurate minutes of all business meetings of the Corporation and Executive Board and prepares transcribed minutes and other materials as required in the bylaws and/or requested by the President.

### RECORDING SECRETARY QUALIFICATIONS

1. Ability to type and use a computer word processing program and to transmit documents by email.
2. Ability to attend all meetings of the Corporation and Executive Board including email meetings.
3. Ability and basic skills to access the internet and familiar with the use of email.
4. Experience in recording accurately the actions taken during the meetings.
5. Meet deadlines to submit transcribed minutes and related correspondence.

### CURRENT PROCEDURES

#### Meeting Minutes

1. Keep accurate minutes of all meetings of ABA and the Executive Board including all email meetings. Send the transcribed minutes to the President for approval.
2. A recording device during Executive Board and Business meetings is allowed.
3. If the Board goes into Executive Session, no record is made of that discussion. Any recording device must be turned off.
4. Email meeting guidelines are in Special Rules of Order (in Bylaws and Standing Rules document).
5. Use Robert's Rules of Order as a guideline for the minutes
6. Keep an up-to-date copy of the Charter, Bylaws, and Standing Rules.

#### Motions and Motion Books

1. Maintain a running list of all motions made (passed or defeated) throughout the year. Keep both the chronological and alpha indices updated.
2. All motions that are passed by the Executive Board which require action by various committees shall be sent to the chair of that committee. Motions that may affect the job description of a committee or appointee should also be sent to the Job Description Coordinator.
3. Submit to the *Bell Tower* Editor, by each Issue's deadline, a list of Executive Board actions that have taken place since the previous issue.



4. Motion books need to be updated within sixty days after convention. Hard copies of the motions from the year, a chronological index and an alpha index, will be printed and mailed to five people: the President (for the President's box); the Secretary (for the Secretary's box); the Historian; the chair of Bylaws Committee; and the Parliamentarian. All other members of the Executive Board including the Past Presidents' Representative and Legal Advisor will be emailed an electronic copy.

### **Officer, Appointee, and Committee Reports**

1. During March or April, request every officer, appointee, and committee chair to submit via email (preferable) or USPS a written report of their ABA activity during the year.
2. In April or May, submit all reports received to every officer, appointee, and committee chair with the request that they be read before convention. This can be done by email or another private internet option.
3. An electronic copy of all the reports will be uploaded onto the 'Members Only' section of the ABA website. At the end of convention, the Secretary will take the BEHOLD Room book of reports to use in an Annual Record book.

### **During Convention**

1. Opening Ceremony: Present the 'Roll Call of States and Countries' and number of attendees from each. Numbers can be obtained from Convention Registrar.
2. Business Meeting:
  - a. Read the Executive Board Report and a summary of motions passed by the Executive Board throughout the year.
  - b. Determine whether there is a quorum present. A quorum for the transaction of business is a majority of the paid registered members in attendance at the annual convention. (Numbers can be obtained from the Convention Registrar.)

### **Annual Record**

The Annual Record is an official recording of ABA activity from one convention to another and has historical significance for the organization.

1. The Annual Record should be completed within sixty days after convention.
2. A complete hard copy is to be placed in the President's Box, Secretary's Box and given to the Historian.
3. Contents of The Annual Record (hard copy) include:
  - a. List of Leadership positions (officers, appointees, committee chairs)
  - b. Executive Board Meeting minutes and any related documents:
    - i. New Board Meeting with newly elected officers at convention
    - ii. Email meetings throughout the year
    - iii. First Board Meeting at convention
    - iv. Second Board Meeting at convention
  - c. General Session minutes and any related documents
    - i. Opening Ceremonies
    - ii. Business Meeting
  - d. Post-Convention statistics report (registration, etc)



- e. Convention Program Booklet (Get copies from Convention Coordinator at Convention.)
  - f. Annual Reports for all officers, appointees, and committee chairs.
  - g. Other relevant materials distributed at convention.
4. An electronic copy of meeting minutes from the convention (two Executive Board meetings, the Opening Ceremony, and Business Meeting) will be sent to all other members of the Executive Board.

### **Secretary's Box**

A Secretary's Box is maintained by the current Secretary and turned over to an incoming Secretary within ninety days after convention (after Annual Report is completed).

1. Contents
  - a. Motion Books including chronological and alpha indices
  - b. Last five Annual Record Books
  - c. All Executive Board and General Session minutes from 2010 forward.
  - d. Post-Convention Statistics Reports from 2010 forward.
  - e. Copy of Charter, Bylaws, Standing Rules and Special Rules of Order
  - f. ABA Logo Registration information
  - g. Convention Guidelines, Directives and Notes.
  - h. Any other pertinent information of which a record should be kept: suspensions or disciplinary actions of a member, breaches of confidentiality, difficult situations information, anything the Secretary or President deems necessary.

### **Specific Procedures**

1. Executive Board and Business Meeting Minutes Outline
  - a. Title of Meeting
  - b. Date, time and place of meeting
  - c. Names and positions of all in attendance
  - d. Lists of all reports given
  - e. Unfinished and new business.
  - f. Motions made. A motion is to be in written form and signed by the mover and the seconder.
  - g. Time of adjournment
  - h. Signed with name and title of writer of the minutes.
2. Email Voting Record
  - a. Date and time the meeting is called to order
  - b. Motion made
  - c. Motion seconded
  - d. Discussion
  - e. Any amendments and their disposition (adoption or failure)
  - f. Final Motion to be voted on as stated by the President when discussion is closed and voting is to begin
  - g. President's announcement of the Final motion and the results of the vote and any further actions to be taken



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3. Email may be used for reports, agendas, and meeting minutes when the receiving person agrees to receive an email rather than a hard copy. Exceptions being:
  - a. Motions and indices for motion books
  - b. Hard copy of Annual Reports for the President's Box, Secretary's Box and Historian.
  - c. Hard copy of reports for the BEHOLD Room.

**Attached Below: Sample Motion Form  
Sample Officer/Committee/Coordinator Member Annual Report**

(Forms without Secretary Heading are available from the Job Description Coordinator)



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## **All ABA Position Instructions**

(officers, appointments, coordinators and committee chairs):

Review your Job Description and send any updates or note of ‘no changes’ to the Job Description Coordinator towards the end of your annual term.

Remit to Treasurer all expenses, with receipts by the end of fiscal year, March 31st.

Committees, whose budgets are large, remit expenses with receipts for payment periodically.

Prepare an annual report for your position and email/mail the report to the Secretary no later than one month before convention.

If a Discussion Form is sent to you by the Secretary, complete and return by email no later than one month before convention.

### **Important information for name and logo copyrights:**

In any print communications there must be the use of the trademarks for the name and logo for ABA.

The first time the organization’s name appears it must be capitalized with the registered trademark following. THE AMERICAN BELL ASSOCIATION®.

For the registered trademark: ctrl+alt+r will work on most keyboards. ®

The name of *The Bell Towers*<sup>sm</sup> must have a superscript sm after it.

The sm superscript can be made by clicking the superscript icon in your word processing program sm.

The logo must be the official logo of ABA with the registered trademark.



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## Motion Form

### The American Bell Association International, Inc. Executive Board

Meeting date \_\_\_\_\_ Time \_\_\_\_\_

#### Motion

I move that

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Motion made by \_\_\_\_\_ Motion seconded by \_\_\_\_\_

Yea's \_\_\_\_\_ Nay's \_\_\_\_\_ Abstention's \_\_\_\_\_

Motion: Passed \_\_\_\_\_ Defeated \_\_\_\_\_

Tabled or Withdrawn (reason) \_\_\_\_\_

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## AMERICAN BELL ASSOCIATION II Officer/Committee/Coordinator Member Annual Report

This evaluation has been designed to record the progress made during the year, recommendations for the future and items to be discussed.

Committee name or Job Description:

Committee Chairperson / Coordinator:

Committee Members:

- |    |    |
|----|----|
| 1. | 4. |
| 2. | 5. |
| 3. | 6. |

### ACHIEVEMENTS THIS YEAR

1.
2.
3.

### RECOMENDATIONS FOR FUTURE

1.
2.
3.

### ITEMS FOR EXECUTIVE DISCUSSION

1.
2.
3.