

Chapter 7: Secretary

I. Role

The Secretary keeps an accurate record of all meetings of the Round Table and the Steering Committee and makes these records available before the next regularly called meeting of the Round Table or Steering Committee.

The Secretary also assists the Bylaws and Organization Coordinator in identifying policies and procedures that have been revised or adopted during GODORT meetings.

The Secretary is a member of the Executive Committee and the Steering Committee.

The appointment begins at the start of new business at the Steering Committee meeting of the Annual Conference, in accordance with the GODORT *Bylaws (Article IV, Section 1)*.

The Secretary attends the GODORT Membership meeting and Steering Committee meetings at the Midwinter Meeting and Annual Conference, and all Steering Committee meetings held between conferences.

II. Major Responsibilities

The Secretary keeps minutes of Steering Committee actions to report, in writing, to Steering Committee at their meetings and to include in the minutes as the official actions of the Steering Committee.

The Secretary takes the minutes of the Steering meeting as described in *PPM Chapter 1: Conferences (Article III, Section D)* and have the draft minutes posted within 2 weeks of end of conference and final minutes within one month of end of conference, according to *PPM Chapter 3: Steering (Article IV, Section D, Heading 2c)*.

III. Specific Functions

The Secretary performs these tasks related the following:

A. Communication tools

1. Uses the current communication tool(s) employed by the Steering Committee.
2. Submits all content changes for the GODORT website, including minutes and other content, to the Technology Committee for posting, upon the direction of the Steering Committee.

B. Conferences

1. Takes the following materials to each conference:

- a. Most recent two sets of GODORT General Membership and Steering Committee minutes (print or electronic formats)
 - b. *Policies and Procedures Manual* and *Bylaws* (print or electronic formats)
 - c. Record of actions taken by the GODORT Steering since the last conference, which shall be presented at the Steering Committee Meeting. Information shall include all votes and other actions taken.
 - d. A laptop, extension cord, and a storage device (e.g., USB drive or equivalent)
2. Records meeting minutes, including all actions and votes, at the Steering Committee and General Membership meetings.
 - a. Before the General Membership Meeting, compiles all task force and committee minutes in the format described in *PPM Chapter 1: Conferences* and disseminates the compilation at the General Membership Meeting. (This may be the same summary sent to the Past Chair, who compiles for *DttP*.)
 - b. Gathers any resolutions from the Legislation Committee and includes the text, in the form they were passed at the GODORT General Membership Meeting, in the meeting minutes of that meeting. Provides the text of resolutions to the Technology Committee for publication.
 3. During the General Membership and Steering Committee meetings, distributes the attendance sheets for completion by participants. Provides the completed attendance sheets to the Chair of Nominating per that Chair's direction.
 4. Communicates with the incoming Secretary to ensure that all meeting minutes are recorded and made available without any gap in documentation.
- C. Between conferences
1. Records meeting minutes, including all actions and votes, at Steering Committee meetings held between conferences.
 2. Summarizes Steering Committee actions on a monthly basis to report, in writing, at the Steering Committee Meeting at the next conference.

Revised 7/2009, 8/2011, 12/2012, 11/2017, 7/2018, 3/2020