



AAUW NEW MEXICO SECRETARY

STATUS: Serve as a member of the Leadership Team. Elected in even-numbered years for a two-year term with a limit of three consecutive terms.

QUALIFICATIONS: Prior experience recording minutes or experience on the AAUW-New Mexico Leadership Team and the ability to summarize discussions accurately and concisely.

VACANCY: Appointed by the Leadership Team upon recommendation of the President.

DUTIES & RESPONSIBILITIES:

The Secretary shall:

Record the business conducted at all meetings of the Leadership Team and AAUW-New Mexico.

Minutes should include:

- Accurate statement of all motions and amendments brought before the group for its consideration. Description of the discussion is not necessary.
- All supplementary materials germane to the actions taken should be included in the official minutes of the meeting including financial reports.

Transmit separate draft copies of the Leadership Team meeting minutes and convention to the President for preliminary approval.

Then:

- Transmit minutes of the Leadership Team to all Leadership Team members within nine (9) weeks of the meeting, and
- Transmit minutes of the convention or any other official State meetings to all Leadership Team members, branch presidents, and all college/university representatives within three (3) months of the convention or meeting.

Maintain a permanent file that shall contain:

- Minutes of all regular and special meeting for the Leadership Team for the past three (3) years,
- Minutes of the convention for the past three (3) years,
- The Roadrunner and other official State periodicals for the past three (3) years, and
- A list of current Leadership Team members, branch presidents, committee chairs, and college/university representatives.