

MISSISSIPPI DIETETIC ASSOCIATION PROCEDURE

Revised Date: February 1998

Position: Secretary

Elected: Yes

Voting Member: Yes

Term of Office: (Length) 2 year

Major Responsibilities:

- A. Be elected by the members in even years, serve for two (2) years, and be a member of the Board of Directors
- B. Be responsible for the minutes of all meetings of the Board of Directors and state Association, provide copies of the Board minutes to the Executive Director who maintains a permanent record of the minutes
- C. Be responsible for keeping the official files of the names and mailing addresses of the members to the Newsletter editor, Chairman of the annual meeting, and others as the Board of Directors directs. This will be done with assistance of Executive Director's office.
- D. Mail notices of all meetings of the Board of Directors to members of the Board not less than thirty (30) days or more than forty (40) days prior to meetings: Executive Director's office to assist with mailing.
- E. Mail the official ballot to each member thirty (30) days before the polls are closed; Executive Director mails.
- F. Be responsible for mailing to all members notice of all Association business meetings not less than thirty (30) or more than forty (40) days prior to meetings; Executive Director mails.
- G. Receive from the Tellers committee the report of duly elected officers.
- H. Notify promptly all candidates on the ballot as to the outcome of the elections.
- I. Maintain records of incorporation.
- J. Have any and all other powers and duties usually vested in the office of Secretary.

K. Supplies Past - President with a copy of all minutes at the close of the year to be added to the MDA historical collection housed in the Mississippi Archives in Jackson.

Additional Information:

1. Keep a record of secretary's expenses and submit this to MDA Executive Director for reimbursement. Expenses Covered:

- a. Travel to BOD meetings (see Policy #3).
- b. Telephone, stationery, copying/typing, postage.
- c. Annual Meeting expenses (Policy #3).

MISSISSIPPI DIETETIC ASSOCIATION

TIME TABLE OF EVENTS

SECRETARY

Month

Activity

January

- Record minutes of all proceedings of Board of Directors' meeting, and send copies to all Board members and ADA Area Coordinator.

February

- Revise procedure and send procedure chair.

March

- Notify candidates of ballot of results of election.
- Notify BOD of meeting at least 30 days in advance. (Coordinated by Executive Director as his office will handle copies and mailing).

April

- Attend Annual Meeting.
- Record minutes of the Annual Business Meeting of MDA.
Record minutes of all proceedings of BOD meeting and send copies to all Board members and ADA Area Coordinator.(Executive Director to assist).

May

- Attend Officers' Training Workshop. Assist incoming Secretary to prepare budget and assist with training/transition.

June

- Notify Board members of meeting at least 30 days in advance. (Coordinated by Executive Director as his office will handle copies and mailing).

July

- Record minutes of all proceedings of the BOD meeting and send copies to all Board members and ADA Area Coordinator. (Executive Director will assist).

August

- Notify BOD of meeting at least 30 days in advance. (Coordinated by Executive Director as his office will handle copies and mailing).

September

- Record minutes of all proceedings of BOD meeting and send copies to all Board members and ADA Area Coordinator. (Executive Director will assist).

October

- ADA Annual Meeting.

November

December

- Notify BOD of meeting at least 30 days in advance. (Coordinated by Executive Director as his office will handle copies and mailing.)