

Secretary (one-year term, January 1 to December 31)

Critical Objective

The Secretary maintains all current files and records of the section.

Key Duties

The Secretary:

1. Reserves site for Executive Committee meeting consisting of small banquet room in restaurant. Sends out announcement at least 10 days in advance for Executive Committee meeting. Takes minutes at Executive Committee meetings. A copy of the minutes is sent to the Chair and Executive Committee 7-10 days after the meeting. The minutes are corrected as directed by the Executive Committee.
2. Promptly certifies to the Executive Director of the ACS all section officers elected by the section and all changes of section officers.
3. Certifies to the Executive Director of the ACS no later than December 15 the names, addresses, and terms of elected Councilors and Alternate Councilors. If a Councilor is unable to attend a National Council meeting, the substitute Alternate Councilor or a temporary substitute councilor must be certified by the secretary to the Executive Director.
4. Maintains as a policy manual a list of motions approved by the Executive Committee which have an on-going effect on the activities of the section. This list should be continually updated, and it should be distributed annually to all Executive Committee members.
5. Maintains an organized and updated file of section records. These records include corrected minutes of Executive Committee meetings, correspondence with offices of the National ACS and other agencies, National ACS and section bylaws, updated membership lists, and copies of past issues of the **Del-Chem Bulletin**. Outdated records are given to the Archives Committee for filing.
6. Assists the outgoing Chair and the Treasurer or past Treasurer, as appropriate, in the preparation of the section's annual report for each of the two years of office.
7. Updates this section of the Procedures Manual before leaving office.
8. Serves as a member of the Executive Committee.
9. Receives membership roster, mailing labels, and other items from the National ACS office and either forwards them to the suitable Section contacts or files them as needed.
10. Maintains current email, mailing, FAX, and phone listing of the Executive Committee members, committee leaders, and other key persons in the Section that need to receive minutes for the Executive Committee meetings and other key information.
11. Update (or compile) a list of Delaware "Section Facilitators" – the current and immediate section officers, committee chairs, and other people active in the Delaware Section. There are about 30 listings. The list contains the postal and email addresses, work and home (optional) phones numbers and current section function. This list is circulated to people on the list.