

**AMERICAN LEGION AUXILIARY
NEWPORT HARBOR UNIT 291**

JOB DESCRIPTION: SECRETARY
(Updated 2/6/24)

Officer: Elected Position

Purpose: The Secretary takes minutes at each Board, General Monthly (membership) meeting, and Special Meeting. Keeps all the permanent records of the organization.

Duties and Responsibilities:

1. The position of Secretary is administrative. It requires computer, writing and organizational skills.
2. Attends all Executive Board and General Monthly meetings, and Special meetings.
3. The meeting Agenda is created with the President, and the monthly reports from the Executive Board. Executive Board members must give the Secretary and the President a copy of their report before reporting.
4. The Secretary is responsible for taking the minutes at the Executive Board, General Monthly, and Special meetings.
 - The minutes are a record of what happened at the meetings, not what was said.
 - The following month, the minutes are approved as written or approved as corrected.
 - A log is kept with a copy of the approved minutes.
 - The approved minutes are saved electronically and uploaded to the Auxiliary website.
 - Attendance is recorded at all the meetings of the elected officers and are included in the minutes. The attendance of the Chairmen is taken visually and logged.
 - A quorum is required with a minimum of 9 Board members at an Executive Board meeting.
 - A quorum for a Unit meeting shall be 19 members.
 - Bylaws may be amended by a two-thirds vote of members present at a regular Unit meeting if the proposed amendments have been read at the previous Unit meeting.
5. The Secretary is responsible for keeping the files on all the minutes, including but not limited to monthly reports, financials reviewed and voted to approve expenditures more than the budget, correspondence received and read, all handout information, and any other backup for those minutes.
 - The minutes are filed monthly with all related documentation.
6. The motions from the Executive Board Meetings to the General Monthly meetings shall be entered into a Motion Log.
 - The log shall be kept following the motion(s) through the process of either being approved or rescinded.
7. The Secretary is responsible for receiving and distributing all Auxiliary correspondence.
8. The Secretary is responsible for membership records, including but not limited to: membership files and information on members lost to death, transfers, nonpayment of dues, resignation, or expulsion reports.
 - Membership files are alphabetized and kept until they are deceased.

9. The Secretary shall be signatory with President and Treasurer on all bank accounts. In the event the President or Treasurer is unavailable to co-sign on the bank account, the Secretary has the authority to be a co-signer.
10. Certificates for distribution shall be prepared by the Secretary for the President's signature.
11. The President and Secretary sign the Auxiliary Certificates (i.e. Certificate of Appreciation, etc.) to be handed out. The Secretary shall prepare the Certificates accordingly for signature prior to distribution.
12. All documentation shall be filed in file boxes and shall be turned over at the end of the term of the Secretary to the incoming Secretary. The procedures shall be reviewed, and all documentation transferred between the outgoing and incoming Secretaries.
13. The electronic documentation shall be transferred electronically
14. At the General Meeting, the Secretary is responsible for projecting the agenda and pertinent documents on the screen.
15. Additional responsibility as the President needs or is called upon.

The References below have additional information regarding the position of Secretary. The governing Auxiliary documents as follows: Auxiliary 291 Bylaws (2022), Standing Rules (2022) and the American Legion Auxiliary Unit Guide Book - Revised 2022 as these sections refer to the Unit Secretary.

AUXILIARY UNIT 291 – BYLAWS

SECTION 7. Any member in good standing in a Unit shall be entitled to transfer to another Unit. A member in good standing wishing to transfer must present their current membership card to the new Unit. Upon acceptance of the transfer application and vote of the new Unit, the Unit Secretary will complete certification of transfer. The member shall then be entitled to active membership in the new Unit. No dues shall be transferred. (2019)

SECTION 10. Dues shall be payable annually for the succeeding calendar year. A member failing to pay annual dues by January 31st shall be classed as delinquent and shall be suspended from all membership privileges, provided however, such suspended member shall be notified by the Secretary of the Unit of such suspension prior thereto. Payment of back dues after suspension shall reinstate a member to active membership. A member delinquent to December 31st of the year of delinquency shall be automatically dropped from the rolls and may not thereafter be reinstated without the payment of all past dues and a vote of the Unit, or by re-establishing eligibility and submitting application as a new member.

Article IV – Unit Officers

SECTION 8. The Secretary shall keep a record of all the proceedings of meetings of the Unit and Executive Board meetings. The secretary shall read the minutes of the previous meeting and recommendations of the Executive Board and make such corrections as may be ordered. The secretary shall keep a roll of members. The secretary shall furnish all officers and committees with papers referred to them and delegates with credentials. The secretary shall keep a list of all officers and committees and maintain a file of the National, Department, District, and Unit Constitution and Bylaws and Standing Rules.

The secretary shall have charge of all records and papers of the Unit except those that are assigned to others. (2019)

- a. At the expiration of the secretary's term of office, all reports and papers will be turned over to the successor. (2019)

Article VI – Executive Board

SECTION 7. Permanent records (membership, minutes, and finance reports) shall not be destroyed. Routine records of Units shall be held for three (3) years before being destroyed by the Executive Board.

AUXILIARY UNIT 291 - STANDING RULES

Article 5 – Financial (2024)

2. A Past President's pin shall be ordered by the Unit Secretary and presented at the Unit installation, or the first general meeting of the new President. This cost is not to exceed \$50. The name of said President should also be added to the past Presidents' plaque.

7. The Secretary shall be signatory with President and Treasurer on all bank accounts). In the event the President or Treasurer is unavailable to co-sign on the bank account, the Secretary has the authority to be a co-signer. (2023)

UNIT GUIDE BOOK - REVISED 2022

CHAPTER 5: UNIT OFFICERS – PAGE 48 - 51

Duties of the Unit Secretary

The duties of the unit **secretary** are administrative and require the ability to be adept with email. The unit **secretary**:

- makes a record of all business transacted at each unit and executive board meeting (the minutes);
- counts a rising vote when requested by the president;
- prepares a statement of unfinished business to come before the meeting for the use of the presiding officer;
- has on hand for reference at each meeting a list of the names of members of all standing committees, a copy of the unit's bylaws, and correspondence sorted for reading; and
- is responsible for sending all name and address changes to Department Headquarters

Minutes

Minutes should record the action that was taken at the meeting, not what was said by the members. The minutes should never reflect the **secretary's** opinion, favorable or otherwise.

The first paragraph of the minutes should have the following information:

- type of meeting (regular, special, adjourned regular, or adjourned special);
- name of the unit; • date and time of the meeting, and the place, if it is not always the same;
- name of the presiding officer, officers present, committee chairs present, and those absent; and

- whether the minutes of the previous meeting were distributed in advance, read, and approved as read or as corrected.

The body of the minutes should have a separate paragraph for each subject matter, giving the name of the person who made the motion, and should show the following:

- specific wording of each motion;
- disposition of the motion (adopted or rejected); example: “Mary Smith moved that the unit spend \$200 for landscaping plants. The motion was adopted.”;
- secondary motions that were lost or withdrawn;
- all notices of motions (i.e., changes to constitution and bylaws which require prior notice before actual voting can occur); and
- all points of order and appeals, whether sustained or lost, together with the reasons given by the chair for their ruling.
- The last paragraph should state the hour of adjournment.

Additional rules and practices relating to the content of the minutes:

- The name of the seconder of a motion should not be entered in the minutes unless ordered by the assembly.
- When a count has been ordered or the vote by ballot, the number of votes on each side should be entered; and when the voting is by roll call, the names of those voting on each side and those answering “present” should be entered. If members do not respond on a roll call vote, enough of their names should be recorded as present to reflect that a quorum was present at the time of the vote. If the chair voted, no special mention of this fact is made in the minutes.
- The proceedings of a committee should not be entered in the minutes.
- When a question is considered informally, the same information should be recorded as under the regular rules, since the only informality in the proceedings is in the debate.
- When a committee report is significant or should be recorded to show the legislative history of a measure, the assembly can order it “to be entered in the minutes,” in which case the secretary copies it in full in the minutes.
- The name and subject of a guest speaker can be given, but no effort should be made to summarize their remarks.

Unit Permanent Records It is the responsibility of the **secretary** to keep a permanent file, whether by paper or electronically for the unit, which should include the following:

- unit charter and charter roll;
- complete membership lists for every year;
- individual membership applications, filed alphabetically, for everyone who is or has ever been a member of the unit;
- complete record of members lost by death, transfer, nonpayment of dues, resignation, or expulsion;
- record of individual member identification numbers;
- complete file of the local post and unit’s publications should be saved for history purposes;
- complete file of department’s current year bulletins;
- unit, district/county/council, department, and national constitutions of the Auxiliary;
- minutes of the meetings and officers’ reports; and
- correspondence file.

APPENDIX A: SAMPLE UNIT CONSTITUTION AND BYLAWS

- Page 102-103

Article II – Duties and Powers of Officers

Section 3. Duties of the **Secretary**: It shall be the duty of the **secretary** to record the minutes of all the meetings of the Unit; to act as custodian of all books, papers, and records; to keep a record of names and addresses of the members, showing the source of their eligibility; to send out such notices as are directed by the president; to process the correspondence of the Unit; to keep on file in a comprehensive manner copies of all the correspondence sent and received; and perform such other duties as shall be required by the president

SAMPLE STANDING RULES

Section 8. Where considered necessary, a recording **secretary** and a corresponding **secretary** may be elected to carry out the duties normally performed by the **secretary**.

Section 9. The office of secretary may be combined with that of treasurer and called “**secretary-treasurer**.” (if allowed under state law)

Unit Meeting Terminology Page 110

- Reading of the Minutes: The president asks the **secretary** to read the minutes of the previous regular meeting unless they have been distributed in advance. If special meetings have been held, these minutes should be acted upon after the regular ones. The presiding officer asks for any corrections or additions to the minutes.
- Reading of Communications: The **secretary** reads all communications from department and National Headquarters, local organization notices and matters of general interest. Any action, which may arise from the reading, is deferred until unfinished business or new business is considered.
- Unfinished Business: Any business postponed from the previous meeting, or any matter introduced at the meeting on which action of the unit was deferred, is unfinished business. The **secretary** prepares a list of such unfinished business from the last meeting for the presiding officer. Only when the unfinished business has been disposed of can any new business be brought forward, unless the regular order of business has been changed by vote of the members present.

APPENDIX B: FUNDAMENTALS OF PARLIAMENTARY PROCEDURE

Common Definitions - page 113

- Minutes: A record of the meeting kept by the **secretary**.

Roles for Those Leading and Attending a Meeting – Page 114

Roles of those responsible for the process of conducting the business of a meeting:

4. **Secretary**: In the absence of the president and vice president, the **secretary** calls the meeting to order and entertains a motion for a temporary chair. The **secretary** sees that minutes of the meeting are taken – whether taken by the **secretary** or a designee – including recording the type of meeting (regular, special, etc.), place, date, hour, presiding officer, all motions and their disposal, names of makers of motions.