

ELECTED POSITION: SECRETARY

DESCRIPTION: This position is elected by a majority of ballots cast by WLA membership as declared by the Election Committee. Election is in even-numbered years and the period of office is two years. Election shall be declared by March 30, and office shall be assumed at the conclusion of the WLA annual conference. Incumbent is a voting member of the WLA Board.

RESPONSIBILITIES	OFFICERS, INTEREST GROUPS AND OTHERS INVOLVED	ACTION REQUIRED	TIMELINES:
<p>Prepare and maintain official record of WLA Board, Membership and Emergency Action Council meetings</p>	<p>Officers and Board <i>Alki</i> and <i>Link</i> Editors Association Coordinator WLA membership</p>	<p>Prepare minutes for all official meetings within 30 days. Send draft(s) to President for review and to Association Coordinator for distribution to Board. Minutes approval will be enacted at following Board meeting.</p> <p>NOTE: Minutes of annual Membership business meetings will be reviewed for content and accuracy by two Board members appointed by President. They review and approve minutes for distribution at next business meeting.</p> <p>Send summary minutes to <i>Link</i> Editor.</p> <p>Maintain official file of reports, resolutions, Bylaws amendments, etc. approved during WLA Board and Membership meetings. Forward files to newly elected secretary within one month of election or to archives as set out in schedule.</p> <p>Participate in the WLA Emergency Action Council.</p>	<p>Within 30 days of meeting</p>
<p>Convene meeting of WLA Board should the President or Vice-President fail to convene official meeting</p>	<p>Vice-President/President-Elect and Board</p>	<p>Arrange for or provide meeting date, site and agenda.</p>	<p>As appropriate</p>
<p>Maintain files and oversee activities relating to official Bylaws of the WLA, Articles of Incorporation, and Bylaws of Interest Groups.</p> <p>Maintain official record of membership, record of election results and oversee activities relating to WLA Archives.</p>	<p>WLA Board Association Coordinator Election Committee Bylaws Committee Archives Committee</p>	<p>File changes in Articles of Incorporation with Secretary of State.</p> <p>Provide information and other assistance to Bylaws Committee to assure that Bylaws represent current practice and structure.</p> <p>Provide assistance to Archives Committee and assure that WLA officer and Interest Group files are forwarded appropriately to new officers or to archives.</p>	