***SOP: Secretary***

1. **Title:** Secretary
2. **Term of Office:** The Secretary must be a member in good standing of both National AALAS and the Mile High Branch AALAS, and is elected by the Mile High Branch AALAS membership. The Secretary will serve a three year term that begins on January 1st and ends on December 31st.
   1. **Three year term compromised of first year as Secretary Elect followed by two terms as Secretary.**
3. **Duties:**
   1. All officers and board members will review the branch constitution, by-laws and SOP's during the first six months of their term, and make recommendations for amendments to the board if necessary.
   2. Attend branch meetings, including board of directors meetings and vote on issues brought before the board. The Secretary should make an effort to attend all branch meetings.
   3. Keep the minutes of all Branch Meetings
   4. Manage all correspondence pertaining to the Branch
   5. Maintain the MHBAALAS SOP's once they have been submitted by the ad hoc SOP committee, constitution and by-laws and perform other duties as designated by the Officers/Board of Directors.
   6. Copies of the minutes should be sent to each Officers/Board of Director Member within 2 weeks following each Officers/Board of Directors meeting. Each member then has 10 days in which to notify the Secretary of any discrepancy found. If no changes are made, a copy of the minutes is sent to the President for signature and upon signing becomes the official minutes.
   7. Work with the Treasurer to ensure that the membership renewal notices are sent out to all branch members.
   8. Work with the Treasurer to create an active membership roster.
   9. Work with the President to ensure that the National AALAS office is supplied with the roster of all new officers of the Branch as well as the roster of branch members and any other information that may be requested by the National AALAS office.
   10. The Secretary will insure that the name of any qualified MHB member be submitted to the National AALAS office in nomination for the National AALAS Awards. The secretary shall work closely with the Awards committee chairman in preparing the nominations packets. Deadline dates for submitting nominations for each of these awards will be announced in the National AALAS Newsletter.
   11. The secretary works with the nominations/elections committee to disseminate ballots as outlined in the by-laws.
   12. Notifies all members of General Meeting.
   13. Serves as AALAS Learning Library Coordinator,
   14. Learn the MHB website admin features and assist where needed.
   15. Encourage branch member recognition during Tech. Week.
       1. Advertise Tech. Week in the branch newsletter.
       2. Ask for a report from each institution about their Tech. Week activities and publish this in the branch newsletter.
   16. Encourage continuing education of branch members.
       1. Contribute educational material to the branch newsletter.
4. **Use of Branch Funds:** In most cases, branch purchases will be made using the branch's checkbook. Board members should seek approval of the board prior to making any purchases with branch funds. In the event that a board member uses their own money to make a purchase in the performance of office, the treasurer will reimburse the expense if it is deemed an appropriate use of branch funds. The board member is to send a memo detailing the purpose of the purchase along with an original receipt to the treasurer. The Treasurer will then reimburse the expense.

**Approved by the Mile High Branch Board of Directors on May 23, 2018**