

## **NSMA SECRETARY FACT SHEET**

**TERM:** One year or until a successor is elected  
Elected by the voting body at the NSMA annual General Assembly  
If a vacancy occurs, the unexpired term will be filled by a ballot vote of the BOD

**QUALIFICATIONS:** CMA (AAMA) Active member of NSMA in good standing  
Must have served as an NSMA Standing Committee Chair  
Familiar with NSMA Bylaws and Standing Rules  
Understand parliamentary procedures  
Knowledgeable of correct grammar, spelling, and punctuation  
Computer skills with the ability to maintain electronic files  
Organized, responsible, and reliable

**RESPONSIBILITIES:** Attend all NSMA BOD meetings and the annual NSMA General Assembly  
Record and distribute the minutes of all BOD meetings.  
including the annual NSMA General Assembly proceedings  
Maintain files to contain minutes, committee reports and  
Treasurer reports  
Assist other BOD members with preparing correspondence as  
needed  
Custodian of all records (except financial reports) and physical property  
of NSMA  
Maintain NSMA Gmail account passwords  
Purchase and distribute NSMA stationery/envelopes  
Send out memorials and cards as directed by the BOD  
Produce a written year-end report  
Reference Robert's Rules of Order as needed

**BENEFITS:** Eligible to have AAMA active membership dues reimbursed by NSMA for term served.

**BOD NOTEBOOK CONTENT:**

Permanently file all minutes, committee reports, yearly delegate packets and  
Treasurer reports  
Current NSMA operating budget and NSMA Financial Policies  
Current NSMA Bylaws and Standing Rules  
Current AAMA Bylaws  
NSMA BOD roster is updated yearly  
NSMA Planning Calendar  
Instructions for maintaining NSMA Gmail account.  
Revise/replace forms and samples as needed

## NSMA SECRETARY

The Secretary will attend all meetings and objectively record and distribute the minutes from all meetings. This officer is designated the custodian of all NSMA records except financial records.

The Secretary obtains a sign-in log or verbal roll call as an official record of those in attendance at each BOD meeting that becomes a part of the permanent record filed with the minutes. It is the responsibility of the Secretary to monitor BOD member attendance and the minutes should include an ongoing record of meeting attendance for each BOD member.

The Secretary will electronically distribute the minutes with a “draft” watermark within fourteen (14) days of each meeting to the entire voting body of the BOD. Interim edits will be made, and a final draft will be presented at the next meeting. Copies of final minutes should be distributed to all members of the BOD, past NSMA presidents, and delegates/alternates to the AAMA annual conference within thirty (30) days of such meeting. If the minutes are not sent out in advance for review, the President may direct the Secretary to read the minutes out loud at the next BOD meeting before the approval vote. When decisions are made or voting takes place in between meetings, the minutes will need to include an addendum to record actions.

It is important to recognize that the draft minutes are only proposed minutes until approved by the NSMA BOD or General Assembly. Only after the minutes are approved do they become the official record. Minutes must be approved either “as presented”, “as corrected” or “as amended” by the BOD with a motion, a second, and a majority vote. Editorial or “housekeeping” corrections include typos, spelling errors, punctuation, grammar, credential errors, etc. These corrections simply “clean up” the minutes but do not change the content. These changes to the minutes do not require a vote but should be recorded as approved “with amendments”. Corrections should be made in the minutes being corrected and not further described in the minutes of the meeting at which they are corrected.

The Secretary will electronically post the General Assembly minutes with a “draft” watermark within thirty (30) days of said meeting to the membership. It is preferred that BOD members submit corrections to the minutes as soon as possible before the next meeting. The final draft will be printed in the next year's delegate packet and voted on at the General Assembly.

The Secretary is responsible for ordering and storing NSMA’s printed stationery, envelopes, and logo documents. An adequate inventory to meet the needs of NSMA should be maintained. All NSMA stationery and letterhead are standardized and are for official NSMA business use only. The secretary should monitor that NSMA stationery is used solely for official NSMA business by BOD members only and monitor NSMA logo products for compliance with AAMA standards.

The Secretary should have available at every BOD meeting the roll-call sheet, the NSMA Bylaws and Standing Rules, the AAMA Bylaws, and a supply of NSMA stationery and envelopes for distribution as needed. If needed, the previous year’s minutes should be made available at each meeting for reference.

Upon notice of an NSMA member's hospitalization, illness, or death, a card or memorial will be sent as the occasion warrants. The Secretary (or designee) shall respond on behalf of the NSMA membership.

The Secretary should be adept in recording and transcribing minutes plus knowledgeable of correct grammar, spelling, and punctuation. Officers should know the basic parliamentary procedure from *Robert's Rules of Order Newly Revised* and be familiar with the NSMA Bylaws and Standing Rules. A tape recorder may be used to assist in the accurate composition of minutes. The President may appoint two meeting attendees to help take minutes. These notes are immediately turned over to the Secretary at the end of the meeting.

Meeting minutes are a legal record of NSMA's history. They are to be typed and originals kept in a loose-leaf notebook. Duplicate minutes may be stored electronically. Minutes should be objective and contain a report of actions taken by the BOD. They should never include the Secretary's personal opinions. If a guest speaker is part of the agenda, the name and subject matter of their presentation should be recorded. Minutes should include the type of meeting, name of the Society, date, start time, and place of meeting. The last paragraph should give the time of adjournment. In closing, the minute's format should note "Minutes Taken By \_\_\_\_\_" and "Minutes Distributed To \_\_\_\_\_". Using the appropriate credentials, the roll call records the names of BOD members present, BOD members absent, and the names of any guests. It is appropriate to note BOD members excused versus those absent without notice.

The most frequent mistake of a secretary is trying to summarize reports offered and arguments made in debate. To maintain neutrality, the standard that minutes should generally follow is to include only what was done and only pertinent discussion when applicable. In general, only items of importance, main points of reports, and actions taken are recorded, not general discussion.

All officers and standing committee chairs are called on by the President for a report. If no report is given, "no report" is stated in the minutes. All headings and subject matter listed on the agenda should be in a separate paragraph.

The results of all voting (hand count, ballot, etc.) should be recorded in the minutes with the number of votes on each side. This includes voting done in between scheduled BOD meetings via email, phone, mail, etc.

The minutes should record the exact wording of all main motions incorporating subsequent amendments with the action taken on each motion. Motions are to be underlined or typed in bold upper-case letters denoting the name of the individual who made the motion. The name of the member who seconds the motion need not be recorded in the minutes but may be placed in parenthesis after the name of the maker of the motion.

The Secretary may use abbreviations; however, only a BOD-approved legend should be used. MSC; motion, seconded, carried. MSD: motion, seconded, defeated. Refer to the Appendix for additional abbreviations approved by NSMA.

The Secretary must maintain an ongoing list of unfinished business recorded in the minutes ensuring items are carried over to the next BOD meeting in the President's agenda.

The Secretary should always proofread the minutes for accuracy in spelling, grammar, and punctuation before presenting them to the BOD for approval. Once the minutes are presented at a BOD meeting for final approval, subsequent corrections and/or additions to the minutes are made in the margins, initialed and dated but not retyped after corrected. After approval, the minutes are to be signed by the Secretary and the President. The President should sign the minutes at the time of the meeting to approve them. Minutes from all BOD meetings, special meetings of NSMA, main motions, and the voting results obtained electronically, through telecommunications and the NSMA General Assembly meetings should be kept permanently. Attach written committee reports to the minutes before filing. Minutes must be made available to any NSMA member at their request within a reasonable time frame.

A complete NSMA delegate packet which includes all Bylaws proposals, year-end officer and committee reports should be kept and filed with the minutes from the annual General Assembly. The printing and distribution of minutes from the General Assembly and pre/post conference BOD meetings are routine annual budgeted operating expenses of the NSMA Secretary.

If the President requests, the Secretary will put together the "Board Highlights" that may be posted on the NSMA website. As a rule, financial reporting from the Treasurer's report (including the balance on hand) is omitted from posting.

In 2021, NSMA became a bilevel organization, and all local Chapters folded. The Secretary is the custodian of all letters and correspondence regarding Chapter dissolution. These files should be kept permanently and maintained in separate folders appropriately labeled.

If unable to attend a required meeting the Secretary must notify the President ASAP so arrangements can be made for the appointment of a secretary to fill in.