

SALTY SISTER
JOB DESCRIPTION, SECRETARY, Terri McGough
2022—2023

Read the Bylaws

Just a suggestion- create an email separate from your personal one.

Create a group email list for the Board members and all committee chairs.

Wednesday: front desk, pick up and distribute mail as appropriate.

Monthly Board Meetings:

First Wednesday of each month.

Exception: If the first Wed is the 1st of the month, the meeting will be following Wed.

2—3 days before meeting, ask Captain if a room is reserved for meeting

5 days before meeting, send Announcement of Meeting including a Request
for Reports from Committee Chairs* see #8 below.

Prepare Agenda

Email Agenda to Board & Committees prior to meeting

Send Reports to Board & Committee chairs as received.

Board Meetings – NOVEMBER IS YOUR FIRST BOARD MEETING

1. Record the attendees (roll call)
2. Quorum is required, 7 board members (does not include Parliamentarian)
3. Captain: Minutes of previous meeting: Motion to approve, seconded
4. Record Minutes:
 - Motions must be recorded as stated and voted.
 - Reports do not need to be restated in the Minutes.
 - Minutes (per Roberts Rules of Order) do not include discussion, personal opinions etc.
5. The Protest Committee is selected (be sure to include in the Agenda).
6. Minutes: email to Captain only, ask for review, corrections/changes, once approved:
7. Minutes, final doc – email to all board members and committee chairs

8. *Reports: Establish a date for return to you - Captain and Co-Captain and committee chairs should submit a Report to you, secretary, to be emailed to officers and committees prior to the meeting.
9. Get names of Flag Officers' wives from the office. Write Letter of Invitation to Flag Officers' wives for the Christmas/Holiday Party, ask for an RSVP. Send via USPS mid-November. They are invited to sit at the Captain's table, which is always set up closest to the stage to enjoy the incoming class's skit.
10. Minutes and Reports: File by Month in Secretary's Binder
11. The Secretary's Binders of past Minutes are stored in the locker in the Electrical Room. Access to this room: Front Desk, ask for key and sign it out, return key to front desk.

DECEMBER: Letters of Invitation to Flag Officers' wives, mailed in November, for the Christmas/Holiday Party. Be sure a table is reserved at the front of the Ballroom. The Cap't usually invites the Board officers to be at this table.

MAY: Nominating Committee will be voted at Board Meeting. The Nominating Committee Chair is selected by committee members.

AUGUST: Four weeks before the Annual Meeting the Nominating Committee Chair posts the slate on the board at the Wed meeting. Each nominee usually speaks at the Wed meetings, arranged by the Captain.

SEPTEMBER: Be sure you have all Job Descriptions and Annual Reports prior to the Annual Meeting...at least 10 days before. Provide the Captain copies of all the Annual Meeting Reports.

ANNUAL MEETING **Voting by Mail**

- 1 Request list of members-in-good standing from Treasurer.
- 2 Prepare ballots.
- 3 Prepare instruction sheets.
- 4 Absentee ballots, with an instruction sheet, and return envelopes will be mailed to each Salty whose membership with the Salty Sisters in good standing.
- 5 The Secretary will determine where the ballots should be returned. She may have absentee ballots returned to herself at her home address, or to SPYC, via USPS.

- 6 As ballots come in keep a count and keep the Captain and Co-captain informed
MORNING OF ANNUAL MEETING (this is for absentee voting).
- A Deliver the ballots to the Tellers. Captain will have selected three tellers to count ballots.
- B Take the previous year's Annual Meeting Minutes to the Meeting. Captain will call on you to confirm the Minutes were approved and filed.
- C Records the Minutes using the script from the Meeting as a guideline.
- D The Captain will select three Saltys to proof the Annual Meeting Minutes.
- E Once proofed and approved by Captain, the signature page is signed by the proofers and the secretary and filed in the secretary's binder. In Aug 2024, it will be re-viewed and announced at the Annual Meeting as approved.

Terri McGough
2023-10-04