

## FELLOWSHIP FORUM

### Secretary's Duties, Updated November 23, 2008

#### I

##### General Responsibilities

###### **Regarding regular meetings:**

Send note of thanks and appreciation to each speaker.

Keep a running record of speaker presentation for publication in annual directory.

###### **Regarding electing members:**

Get nomination form from chairman, Membership Committee.

Print memo with ballot at bottom; attach nomination form to it.

Distribute at regular meeting and mail to those absent from that meeting (applies only to active members).

Collect ballots at meeting and those mailed from absentees.

Give ballots to Governing Board for counting.

Send new member welcoming letter with attachments, after he has been notified by the first signer of his nomination form.

Arrange for photograph of new member for Directory.

###### **Regarding Annual Membership Directory (done in collaboration with incoming Secretary and with Ed Davis; refer to previous year's directory as model)**

Update each member's information (actives and inactives).

Get new officer and committee information.

Incorporate running record of meeting topics and speakers.

Update other information, e.g., past presidents' list, in memoriam listings, etc.

Transmit all information to Ed Davis, proof-read preliminary roster listings, and help in the publishing of the new roster.

Print enough copies so that Program Chair can have several to distribute to speaker for purposes of orienting them to the FF; and to have spares to replace lost ones, give to new members; etc.

Incoming Secretary shall distribute at the January business meeting; mail to those absent and all inactive members.

Should there be substantial changes in the first half of the year, consider a July update.

#### II

##### Regarding Regular Meetings

Get mailing address of speaker, usually by asking him/her for card at the meeting.

Write and mail letter of thanks and appreciation as soon after meeting as possible.

If secretary will be absent, ask another member to get address, take some notes on the talk, and write and mail the letter of thanks.

Enter details on the meeting in the running record, for later publication in the Directory.

(See previous Directory for format and contents.)

### III

#### Electing Members

Membership Committee sets the schedule for approval of a nominee, and that sets the election schedule in motion. Generally, the timing is as follows: the Chairman of the Membership Committee notifies the Secretary of the nominee's name at one meeting; voting starts at the next (second) meeting, and the voting period is over on the Friday following the third consecutive meeting. (10 days)

The Membership Committee chairman gives the Secretary the nomination form for the chosen nominee at a regular FF meeting. Between that meeting and the next, the Secretary prints a notification and ballot (one page), attaches the nomination form to it, and distributes it at the next meeting to be voted on by those present.

After distributing the ballot to the members present at the next regular meeting and collecting marked ballots, the Secretary gets a record of who was present from the person who tallies the attendance. He then mails the ballot to those absent from that meeting (applies only to active members).

After the deadline for voting has passed, at the next regular meeting, gives ballots to Governing Board for counting.

If the nominee is accepted, President notifies the first signer of the new member's nomination papers, who then calls and welcomes the new member.

After member has been notified, sends new member welcoming letter with current roster and seniority list.

Arrange for photograph of new member for Directory.

### IV

#### Annual Membership Directory

(Done in collaboration with Ed Davis; refer to previous year's directory as model)

Starting in early November, update each member's information (actives and inactives).

Mail a copy of directory member information page (available from Ed Davis) to all active and inactive members, that members can amend or indicate "no change." Give a deadline of first meeting in December for return of information.

Get new officer and committee information from chairman of Nominating Committee.

Incorporate running record of meeting topics and speakers (see under "general information" regarding Secretary's obligation to keep this record).

Update other information, e.g., past presidents' list, in memoriam listings, etc.

Print enough copies so that Program Chair can have several (20-30; check with him) to distribute to speakers for purpose of orienting them to the FF; and to have spares to replace lost ones, give to new members; etc.

Incoming Secretary shall distribute at January business meeting; mail to those absent from that meeting and all inactive members.

Should there be substantial changes in the first half of the year, consider a July update.

**V****Other Duties**

Working with Ed Davis, prepare birthday list (chronologically), seniority list, and other data sets as may be useful to leadership or members.

Keep track of shifts to inactive status, resignations, and deaths, to assure Directory accuracy. Advise Membership Committee Chairman when there are openings for new active members.

Other duties as prescribed in the By-laws, e.g., take minutes of Governing Board meetings, and Annual Business Meeting. Distribute copy of minutes of Annual Business Meeting to all active members by e-mail.

Logistical tasks. These include:

Getting and keeping a supply of FF letterhead and envelopes.

Printing mailing labels for the election, Directory mailing, and other times when materials need to be mailed. Ed Davis can email a file, and sheets of blank labels can be bought and printed from your own computer for active and in-active members. Find out what type of label (product number) is compatible with the format Ed uses.

Get regular envelopes for routine mailings. Use computer to print return address and labels for mailing.

Get binder for storage of copies of thank-you letters, nomination forms, directory information, and other correspondence.

Arnold Ambrosini  
Secretary

NOTE: It is very important that the Fellowship Forum Secretary and the Membership Committee Secretary establish a relationship at the beginning of the year such that all changes in membership status for any members are promptly communicated between them, in order that each have an accurate record of the number and list of Active and Inactive members. Also, changes should be promptly communicated to the Fellowship Forum Database Manager (currently Ed Davis) so that the Fellowship Forum database can be kept current. Further, the e-mail address of any newly elected member should be communicated promptly to the Fellowship Forum E-mail Group Moderator (currently Skip Ross) so that the new member can be added to the e-mail group.