# GUIDELINES OF THE REC SECRETARY TYCA–SOUTHEAST

The Secretary is elected from the REC for a 1-year term but may serve multiple terms.

1. Prepares Minutes.

At this time, the primary duty of the REC Secretary is preparation of the minutes of all TYCA-Southeast business meetings.

This task occurs twice yearly:

* 1. Fall REC business meeting (usually the last weekend of September). Under current practice, the Secretary takes minutes at the general fall meeting.

The fall meeting, whether online or in-person, usually lasts about six hours. Preparation after this meeting requires about five hours of additional work.

* 1. Conference meetings (usually mid-February). The Secretary takes minutes at the pre-conference REC meeting, at the opening session, and at the general business meeting. Occasionally, additional meetings may be scheduled if business demands this, such as that which took place on Friday February 21, 1997, for the purpose of airing concerns over the conversion from SCETC to TYCA-Southeast. The Secretary will take minutes at such additional meetings.

After the conference, minutes preparation usually requires another eight to twelve hours of work.

* 1. Resolutions. Minutes are generally recorded in the order of the meeting’s process. At the end of each set of minutes, a recapitulation of all resolutions and motions passed during the meeting is presented. The Secretary should send a copy of all

resolutions and motions passed to the Archivist.

1. Distributes Minutes.

Following both the fall REC meeting and the conference, the Secretary distributes the minutes to the membership according to the following process:

* 1. Distribution to the meeting attendees (REC members and State Representatives). Within seven to ten days of the meeting, the Secretary sends a copy of the minutes to each person who attended the meeting, including the minutes for the opening session and the general business meeting from the conference. (Recipients of these copies should read the minutes to check for inaccuracies.

The Secretary emails an electronic copy of the corrected final minutes to the *Journal* editor before the *Journal* deadline, which is usually March 15 for the spring edition and October 15 for the fall edition.

* 1. Distribution to the general membership. The minutes are distributed to the general membership by appearing in the *TYCA-Southeast Journal.*

* 1. Approval of the minutes. At the next business meeting following the *Journal* publication, the Secretary calls for any corrections that need to be made to the minutes as published in the *Journal*. Once corrections have been noted, or if no corrections are required, the Secretary moves that the minutes be approved. This call and motion constitute the Secretary’s report. Any corrections noted become part of the new meeting’s minutes.

1. Maintains a permanent file of the minutes.

The Secretary maintains a permanent file of all minutes and other records necessary to the orderly transaction of TYCA-Southeast business. It is recommended that the Secretary maintain a notebook of minutes and other records.

1. Maintains an electronic copy containing guidelines of the duties of each REC office.

The Secretary holds and maintains a master containing guidelines of the duties of each REC office. Whenever changes are made to the duties of any office, the Secretary will revise the file and send the file to the Webtender so that the description on the website can be updated and to the person currently in that position. Also, a revised copy of the duties should be sent to the Archivist.

1. Assists the Chair as needed in correspondence and in preparation for each business meeting.

* 1. Reminds REC members of ongoing business and new resolutions.

Approximately one month prior to a business meeting, the Secretary should contact the REC Chair to remind the Chair of any ongoing business noted in the minutes of the previous meeting, and of any motions or resolutions from the previous meeting which will affect the conduct of business at the upcoming meetings. The Chair and Secretary will decide how and when to remind the rest of the REC and State Representatives of this old business.

* 1. Assists as needed in correspondence. Currently, such matters as maintenance of the REC directory, ordering of stationery, and routine correspondence have been handled directly by the Chair. This practice may simplify matters when the Chair and Secretary are geographically distant from one another, but can be reviewed by each new Secretary and Chair to discuss the most practical method of handling such business.

# TIMELINE FOR THE DUTIES OF THE REC SECRETARY

## JANUARY

Contact REC Chair to discuss resolutions, motions, and ongoing business significant to the upcoming spring business meeting. Remind other REC officers and State Representatives of these resolutions, etc., unless the Chair can do so in the meeting agenda.

## FEBRUARY

Attend the TYCA-Southeast conference and record minutes at the REC pre-conference meeting, the opening session, the general business meeting, and any special business meetings that are called.

Have the Secretary’s notebook, including the permanent file of minutes, ready to pass to new Secretary at the convention.

Email copies of the conference business meeting minutes to REC members and State Representatives who attended for review and correction.

## MARCH (15)

*Journal* deadlines: Email a copy of the corrected minutes to the *Journal* Editor by the 15th.

## AUGUST

Contact REC Chair to discuss resolutions, motions, and ongoing business significant to the upcoming fall business meeting. Remind other REC officers and State Representatives of these resolutions, etc., unless the Chair can do so in the meeting agenda.

SEPTEMBER

Attend the REC fall meeting and record minutes, resolutions, and motions.

## OCTOBER

Distribute copies of the fall meeting minutes to REC members and State Representatives who attended for review and correction.

## OCTOBER( 15)

*Journal* deadlines: Email a copy of the corrected minutes to the *Journal* Editor by the 15th.

Updated May 2022 by

Beverly Fatherree, Historian

Susan Slavicz, Nominating Committee Chair

Charles Smires, Treasurer