

STANDARD OPERATING PROCEDURES (SOPs)

SWS SECRETARY

Revised 2017

Requirements for Office: Nominee shall have been a member of The Ninety-Nines, Inc. for a period of two years by the date of the Declaration of Intent to Run and must be an active member (as defined in the International Bylaws of the organization) at the time of filing her Declaration. [Source: Southwest Section Bylaws, Article VIII Section(a)]

Duties: The Secretary shall be responsible for the accurate and timely account of all transactions of the Section meetings and meetings of the Section Board of Directors, shall assist the Governor in the performance of her duties, and shall have the responsibilities and duties as set forth in the Standing Rules. [Source: Southwest Section Bylaws, Article X; Section 2(c)]

Specific Duties of the Secretary: The Secretary shall handle all correspondence, file all papers and documents pertaining to Section transactions, issue all notices as directed by the members in meetings or by the Governor of the Board, and shall have the responsibilities and duties as set forth in the Standard Operating Procedures for this position. [Source: Standing Rules of the Southwest Section of the Ninety-Nines, Inc.]

STANDARD OPERATING PROCEDURES FOR SECRETARY:

INCOMING INAUGURAL MEETING (SPRING)

- 1) Meet with outgoing Secretary to discuss hand-over of responsibilities.
- 2) Remind the Chapter Chairs that the Chairman's Packets are available online. Provide the link.

BEFORE AUGUST 1ST

1. Collect Chapter Officer/Committee Chairs report from each Chapter.
2. Contact previous Chapter Chairman if you have not received report by July 1st.
If you get **NO** response from a Chapter, get information from International roster, and use that data for your report. Note on data for that Chapter: "taken from International roster-not verified by Chapter"
3. Send Governor and Board of Directors a copy of the list of Chapter Chairmen and Section Committee Chairmen; prior to Fall Meeting insert in Chapter Chairman packets, plus the list of the Board of Directors. The packets are on the web.

FIRST FALL SECTION MEETING

- 2) Email all Chapter Chairmen and ask if they have anything to be included in the Chapter Chairman packets. Request that they make copies and EMAIL them to you by September 1st so you can provide packets to the webmaster BEFORE you get to the Meeting. Invariably, someone will bring copies to the Meeting. They may distribute these, and should send you an email copy for the online Chapter Chair Packets.
 - (a) List of Board of Directors with contact information
 - (b) SWSection Committee Chairmen
 - (c) SWSection Chapter Officers/Committee Chairmen
 - (d) Minutes of the Spring meeting, sent to you by the outgoing Secretary.
- 3) Attend Board of Director's Meeting day prior to Business Meeting. Take minutes.

- 4) Attend Chapter Chairman's meeting and take minutes.
- 5) Business Meeting:
 - (a) Read Roll Call of Delegates.
 - (b) Read summary of Minutes of Spring Meeting, and make announcement of Committee to Read Minutes (Governor chooses three delegates from list of attendees).
 - (c) Give Quorum Report: (i.e., 120 members from 30 Chapters present-there is a quorum). A quorum is based on 60% of members registered at the Meeting.
 - (d) Take minutes of Business Meeting.
- 6) Attend Governor's Reception.
- 7) Once home, transcribe minutes; send to Governor for additions, corrections, approval.
- 8) Send copies to 3 Readers, requesting them back by (within a reasonable date), and a transmittal for each to sign that the minutes have been read and approved, and return to you.
- 9) Once these are approved and signed, send minutes to Board of Directors and make copies to be included in Spring Chapter Chairman's packets.
- 10) Send minutes of Board of Directors meeting to each Director, after approved by Governor.
- 11) Send a thank you to each Reader.

WINTER BUSINESS MEETING YEAR ONE

- 1) Take notes of meeting and send to Governor.
- 2) Attend separate BOD meeting if needed.

FIRST SPRING SECTION MEETING

By March 15

- 1) Email Chapter Chairmen and Section Committee Chairs for items to be included in Chapter Chairman's packets.
- 2) Prepare form for Chapter Officers/Committee Chairmen. Send to webmaster for inclusion on website.
- 3) Included in online packet:
 - (a) Minutes of the Fall meeting
 - (b) Chapter Officers/Chapter Chairmen reports
 - (c) Anything else submitted by Chapter/Committee Chairmen.
 - (d) Attend Board of Director's Meeting day prior to Business Meeting. Take minutes.
 - (e) Give Directors and Chapter Chairman link to the packets to update their Chairman's Manual.
- 4) Attend Chapter Chairman's meeting and take minutes.
- 5) Business Meeting: (a) Read Roll Call of Delegates (b) Read summary of Minutes of Fall meeting, and make announcement of Committee to Read Minutes (c) Give Quorum Report (d) take minutes of Meeting
- 6) Attend Governor's Reception.
- 7) Once home, transcribe minutes; send to Governor for additions, corrections, approval.
- 8) Send copies to 3 Readers, requesting them back by (within a reasonable date), and a transmittal for each to sign that the minutes have been read and approved, and return to you.
- 9) Once these are received back, send finalized copy of minutes to Board of Directors and make copies to be included in Fall Chairman's packets.
- 10) Send minutes of Board of Directors meeting to each Director after being approved by Governor.
- 11) Send a letter/email of thanks to each Reader.

BEFORE AUGUST 1ST

- 1) Collect Chapter Officer/Committee Chairs report from each Chapter.
- 2) Contact previous Chapter Chairman if you have not received report by July 1st
- 3) If you get NO response from a Chapter, get information from International roster, and use that data for your report. Note on data for that Chapter: "taken from International roster--not verified by Chapter"
- 4) Send Governor and Board of Directors a copy of this list.

SECOND FALL SECTION MEETING

Steps I) through II) same as first Fall Meeting.

WINTER BUSINESS MEETING YEAR TWO

- 1) Take notes of Meeting and send to Governor.
- 2) Attend separate BOD Meeting if needed.

SECOND SPRING SECTION MEETING

Same as first Spring Section Meeting, plus give Secretary's binder and past records in your possession to incoming Secretary, and send final minutes and any remaining items to incoming Secretary.

SECTION MEETING ITEM CHECKLIST

- ___ Bring Secretary's binder with Minutes from past two years,
- ___ A small calculator to add up delegates quickly prior to giving Quorum Report (or use a spreadsheet on your computer to do this automatically as you take roll). Delegate Treasurer as backup count.
- ___ International Membership Directory
- ___ Tape Recorder

OTHER

Keep records and lists on a flash drive/memory stick/CD or current technology and pass on to incoming Secretary. Post copies of all minutes and lists on the SWS website.

BUDGET FOR SECRETARY

The budget for the Secretary is normally for expenses such as the following:

- Printing
- Postage
- Supplies, etc.