



SECRETARY

Standard Operating Procedures

DIRECTIVE: The Secretary keeps Board meeting minutes and maintains, updates, and distributes records as described below. The Secretary keeps the President apprised of secretarial information and is also the Credentials Committee Chairperson.

1. Secretary Elect

- 1.1. The Secretary Elect assumes office following the Board meeting election. The elections are scheduled in the odd number years, and the position is a 2-year term.
- 1.2. At the end of his/her 2-year term, the Secretary will surrender the laptop containing all historical and current Secretary files to the Secretary Elect.

2. Duties

2.1. Board of Director's Meeting Preparation

- 2.1.1. Provide Rules and Procedures Guide and SOPs to new Directors.
- 2.1.2. Make every effort to obtain copies of committee reports prior to the meeting. Send out a reminder to each Committee Chairperson to prepare a report.
- 2.1.3. Prepare the meeting agenda in conjunction with the President.
- 2.1.4. Assist with any meeting preparations and travel arrangements, as needed.
- 2.1.5. E-mail a draft of the meeting agenda to all Directors prior to the meeting. The committee reports that have been received will be attached to the agenda.
- 2.1.6. Conduct an audit of records to ensure they are complete, organized, and secure.

2.2. Board of Director's Meeting

- 2.2.1. Take the minutes of the Board meeting. The minutes will include copies of all written committee reports and any other appropriate materials.
- 2.2.2. Distribute Confidentiality Agreement for BOD and Officials at the meeting to all Directors. Maintain a scanned copy of the original signed document with the Secretary's records.

2.3. Following the Board of Director's Meeting

2.3.1. Draft minutes of the Board meeting and forward to the President for review.

2.3.1.1. A summary of minutes should also be drafted for publication on the ABFDE website.

2.3.2. Once the minutes are finalized, email them to all Directors.

2.4. Record-Keeping

2.4.1. Maintain changes made in the RPG and SOPs and provide an Outline of Substantive changes to the President for distribution to the Diplomates and FSAB Committee Chair.

2.4.2. Ensure Director's information is current on the letterhead and both the BOD Contact Information and Committee Assignments documents. Distribute updates to all Directors.

2.4.3. Update the Directory of Diplomates as needed.

2.4.3.1. When significant changes are made, typically following payment of annual dues, email a copy of the updated directory to all Diplomates.

2.4.3.2. Send the updated directory to the Website Coordinator for uploading to the website.

2.4.4. Maintain a record of Director votes, including those cast through email.

2.4.5. Maintain all correspondence and records relevant to secretarial duties.

3. Secretary Annual Report

3.1. The Secretary prepares the annual report for the Board of Directors meeting.

3.1.1. This report should include:

3.1.1.1. The number of votes taken during the year, the subject of the votes, and the outcome.

3.1.1.2. A synopsis of any changes to the RPG or bylaws since the last Board of Directors meeting.

4. Credentials Committee

4.1. The Secretary is the Chair of the Credentials Committee. Please refer to the Credentials Committee Standard Operating Procedure.