

Oregon Dental Hygienists' Association

Policy: **01-06 Secretary**

Program: **Board of Directors**

Effective date: **July 23, 2017**

Last revised date: **July 23, 2017**

**Purpose:** To clarify the role and responsibilities of the Secretary

**Policy:**

**Serves as:** Officer of the Board of Directors  
Secretary for the Annual Business Meeting  
Member of Executive Council

**Meetings:** Board of Directors  
Strategic Planning  
Board of Directors Orientation and Leadership Workshop  
Annual Business Meeting  
Executive Council  
Council and committee meetings as required to accomplish assigned responsibilities

**All actions must be in compliance with the Oregon Dental Hygienists' Association bylaws, policies and procedures.**

**General Responsibilities:**

- Submit information for publication in the REPORT, Update, and ODHA website as needed
- Monitor content and maintenance of website
- Prepare proposed budget for office of the Secretary and the Board of Director meetings and submit to the Chair of the Finance Committee
- Maintain accurate financial records and receipts of budgeted expenditures. Use appropriate forms to request reimbursement. Submit completed forms according to established guidelines
- Prepare and submit report of the Secretary for the Annual Business Meeting
- Active component member

**Specific Responsibilities:**

- At first Board of Directors meeting following ODHA Annual Business Meeting, compile and distribute a roster/directory of ODHA BOD members, officers and other ODHA leaders to necessary ODHA officers and Board of Directors.
- Record minutes for the Annual Business Meeting, and submit them to the Minutes Review Committee within 60 days. Submit minutes for review by members prior to the Annual Business Meeting.
- Ensure that adopted PBY's and PR's are added to the Bylaws and Policy and Procedure Manual and that the report is attached to the minutes. Submit to BOD

- and to webmaster for posting on the website
- Record minutes for all Board of Director meetings and submit to the Minutes Review Committee within two weeks. Distribute completed minutes to the BOD within thirty days after BOD meeting.
  - Assist President and AMC in compiling agendas and other information to disseminate to BOD prior to all BOD meetings.
  - Work with BOD Directors to encourage them to submit annual reports for inclusion in the Annual Report for the Annual Business Meeting.
  - Work with BOD officers and Councils to encourage them to submit quarterly reports prior to each BOD meeting, and an annual report to be included in the Annual Report for the Annual Business Meeting.
  - Collaborate with Journal Editor
  - Assist Association Management Company as needed to:
    - Assist in set up on floor of Annual Business Meeting
    - Compile lists of student delegates
    - Follow up with appropriate parties for agendas, minutes, officer reports, budgets and other administrative documentation as needed.