

SECRETARY

The Secretary of REFORMA is responsible to the national organization in the following areas:

1. Serves a two (2) year elected term; may be re-elected for a second term.
2. Takes and creates minutes at ALA Midwinter Executive Committee and Board meetings and ALA Annual Conference Executive Committee, Board, and Membership meetings.
3. Distributes minutes electronically to Board or membership prior to subsequent meetings for approval.
4. Submits bullet points from the meetings for the REFORMA newsletter until the approved minutes can be submitted.
5. Creates and continually updates a detailed listing of the REFORMA Board and sends this information to the Webmaster for the Web page.
6. Collects, organizes and electronically distributes information pertaining to the Executive Committee, Board, and Membership meetings prior to Midwinter or Annual Conference. This includes annual reports from chapters, committees and officers.
7. Creates, distributes and updates a “To Do” list of action items created at Midwinter or Annual Conference meetings that officers/members are responsible for.
8. Updates REFORMA Manual as needed and/or requested.
9. Notifies and/or sends Webmaster updates for Manual, minutes, agendas, lists, etc. for posting on REFORMA website.
10. Distributes changes to the manual to all members of the Executive Committee and the Board of Representatives, Operational Coordinators, and Office Staff via the listservs.
11. Forwards records to REFORMA Archivist at the end of term.
12. Submits completed, approved minutes, Board membership listings, and other reports to REFORMA Newsletter Editor for inclusion in appropriate issue.
13. At the end of the term, forwards records to the California Ethnic and Multicultural Archives (CEMA) for inclusion in the REFORMA Archives.