

SECRETARY /TREASURER:

Reports to: ASCLS-ND President and Board of Directors

Term of Office: Two-year term beginning August 1 and ending July 31 of even numbered years. Elected by the membership.

Responsibilities--Secretary

1. Serves as Secretary at all meetings of the Board of Directors and all ASCLS-ND business meetings.
 - Board meetings are generally held in the fall and at the ASCLS-ND annual meeting; but may be convened at the President's discretion. A business meeting of the general membership is held at the annual meeting.
2. Records and permanently files minutes for all meetings.
 - Copies of minutes are forwarded to the President for approval.
 - Copies of approved minutes are forwarded to the newsletter editor(s) for publication.
3. Submits names and addresses of all newly elected officers to ASCLS Executive Office immediately after election.
4. Submits amended Bylaws to the ASCLS Executive Office and ASCLS Bylaws Committee Chair within ninety days of adoption of the amendment.
5. Maintains a current list of active ASCLS-ND members.
 - The October list is used to assess Region V dues.
 - Lists are obtained from the ASCLS National Office via the ASCLS-ND President and/or Membership Development Committee Chair.
6. Receives scholarship applications from CLS/CLT students by February 1 and submits the applications to the Education Committee Chair.
 - Applications are submitted to Education Committee with applicant identities concealed.
 - ASCLS-ND membership statuses of applicants are verified before applications are submitted to committee.
 - Reveals scholarship recipients' identities to the committee and provides checks for scholarship presentations at ASCLS-ND awards banquet.
7. Maintains an adequate supply of ASCLS-ND stationery and envelopes and distributes to officers and committees as necessary.
8. Purchases secretarial supplies as needed.

Responsibilities-- Treasurer:

1. Maintains and opens checking and savings accounts for ASCLS-ND as necessary.
2. Assures receipt and expenditure of ASCLS-ND funds according to ASCLS-ND policies.
 - Makes deposits, pays approved bills, and maintains records of all receipts and expenditures.
 - Pays Region V dues to the Region V Director or Region V Treasurer by December 31 based on October membership list (\$1.75 per member).
3. Submits accounts to President-selected audit committee one month prior to end of fiscal year.
4. Prepares and presents Treasurer's Report to annual business meeting and at fiscal year end.
 - Report compares actual activities to those budgeted.
 - Board of Directors approves report prior to annual business meeting.
 - Year-end report is sent to newsletter editor(s) for publication.

5. Becomes bonded if so directed by the Board of Directors.
6. Assists the President-Elect in budget preparation for the following year.
7. Attends Region V meeting.
8. At end of term, closes the books after the members of the ND delegation have submitted ASCLS Annual Meeting expenses.
 - Changes the authorized signature on all checking and savings accounts to that of the new Treasurer.
 - Assists the new Treasurer in assuming responsibilities and duties of the Treasurer.

Revised: May 1990 (*Susan Steiner*)

Revised April 1998 (*Delora Pritschett*)