

Section Secretary/Communications

Elected Position

Description

The Secretary/Communications position of each WLA Section is elected by a majority of ballots cast by Section membership

- Office shall be assumed January 1
- Candidates must be a member of the Section they are representing

Responsibilities

- Participate in regular meetings of the Section, typically once every one or two months
- Prepare and maintain official record of Section meeting minutes within 30 days of meeting
- Forward files to newly elected secretary within one month of election or to archives as set out in schedule
- Convene meeting of Section should the Chair or Vice Chair fail to convene official meeting
- Maintain files and oversee activities relating to official Bylaws of Section
- Maintain official record of membership and a record of election results and oversee activities relating to Section archives

Related Bylaws

ARTICLE X, SECTION 5: GOVERNING BODIES OF SECTIONS

After establishment, each Section will have a steering committee with a minimum of three members, meet at least once a year, and file a quarterly report with the WLA Board detailing its activities. Steering Committee members will serve a minimum of a one-year term, or a longer term as decided by the Section. Responsibilities of the steering committee will include, but may not be limited to, advising the WLA Board of activities, policies, purposes, finances, etc.

ARTICLE X, SECTION 5: GOVERNING BODIES OF SECTIONS

No Section will incur expense on behalf of WLA except as authorized by the WLA Financial Policies and Procedures. Sections will receive an annual allocation in the WLA budget which is determined by the WLA Financial Policies and Procedures beginning of the WLA fiscal year. Sections may charge fees for workshops or programs, in accordance with the officially adopted WLA Financial Policies and Procedures.