

Division Secretary/Communications

Elected Position

Description

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

- Office shall be assumed January 1
- Candidate must be a member of WLA and the Division they are representing

Responsibilities

- Participate in regular meetings of the Division at least once a quarter
- Prepare and maintain official record of Division meeting minutes and share with WLA office within 30 days of meeting
- Convene meeting of Division should the Chair or Vice Chair fail to convene official meeting
- Maintain files and oversee activities relating to official charter of Division
- Attend Board meetings and WLA events at the request of Chair
- Communicate to the Board and membership on behalf of the Division at the request of Chair

Related Bylaws

ARTICLE IX, SECTION 5: GOVERNING BODIES OF DIVISIONS

Each Division will have a steering committee with a minimum of a Chair, Vice-Chair, Secretary and/or Communications, elected by members of the respective Division, for a one-year term. Additional steering committee members may be added, as needed. Steering Committee chairs are non-voting members of the WLA Board.

ARTICLE IX, SECTION 6: DIVISION FISCAL PROCEDURES

No Division will incur expense on behalf of WLA except as previously authorized by the WLA Board and the WLA Secretary/Treasurer as delineated in the WLA Financial Policies and Procedures. Divisions will receive an annual allocation at the beginning of each WLA fiscal year. Divisions may charge fees for workshops or programs. All Division fiscal procedures will be in accordance with the officially adopted WLA Financial Policies and Procedures.