

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 WLA and the Section they are representing

Responsibilities

- Participate in regular meetings of the Section at least once a quarter
- Prepare and maintain official record of Section meeting minutes and share with WLA office within 30 days of meeting
- Convene meeting of Section should the Chair or Vice Chair fail to convene official meeting
- Maintain files and oversee activities relating to official charter of Section
- 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 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.