

APCG  
Officer Duties and Responsibilities

**SECRETARY**

Updated: November 2018

**Position description:**

The secretary is a record keeper of notes and discussions for the APCG annual business meetings and Executive Council meeting. The secretary is a voting member of the APCG Executive Council of APCG. This person records and takes notes for the Executive Council and Business Meetings held each fall during the annual APCG conference, then distributes these notes annually to the APCG member community through the *Pacifica* publication and the Executive Council.

**Primary Duties:**

1. Record and take notes of discussion items at the Business Meeting and Executive Council meeting, held during the annual conference. (Bring a digital voice recorder to record the meetings and help as you reconstruct the meeting notes and if there are any questions about topics, votes, issues, etc.)
2. Keep a record of agendas for the Business Meeting and Executive Council meeting for each year.
3. Distribute notes of the Business Meeting after the annual conference to APCG members. To do this, send the Business Meeting minutes to the editor of *Pacifica* for inclusion in the Fall issue after the fall conference. (FYI: The deadline is usually mid November.)
4. Gather last year's Business Meeting minutes and the current year agenda for that meeting. For example, this could include the 2017 Business Meeting minutes and the agenda for 2018. Print about 30 copies (depending on expected attendance) of the agenda and the meeting notes. Bring the agenda and meeting note copies to the annual conference. At the start of the Business Meeting, distribute the current year agenda and last year's minutes to the members in attendance.
5. At the open of the Business Meeting each year, request that members in attendance of the meeting review and approve last year's Business Meeting minutes. This involves some brief public speaking for the Secretary to start the meeting, after the President has indicated the meeting is open for session.

Ensure that the meeting minutes are available to all members in attendance, by printing them off and bringing copies to distribute at the meeting.

6. At the annual Business Meeting, the Treasurer or the Secretary announces the newly elected and continuing officers. Be prepared with this info, names, etc. before the meeting starts.

7. Count the number of people in attendance at the Business Meeting. Record this number in the meeting minutes. Note that some folks will arrive late, so don't forget to count them.

8. Read the APCG Bylaws and direct others to the Bylaws as needed. Familiarize yourself with these Bylaws. These are valuable sources of guidance and reference for discussions in the Executive Council and the Business Meetings. The Bylaws are posted to the APCG website in the "Governance" tab <http://apcgweb.org/history-governance>

9. After the annual APCG conference each year, contact AAG and send them the names, titles, affiliation, and email addresses of newly elected officers to APCG. Contact info for 2017: Maggie Busek, Intern, American Association of Geographers, 1710 16th Street, NW, Washington, DC 20009, tel. [202-234-1450](tel:202-234-1450) [www.aag.org](http://www.aag.org)

10. Another post conference task – check the Committee membership on the APCG website and coordinate with the APCG webmaster to ensure that the names of members are updated with additional new members and removing former members. The committee membership list can be found on the APCG website under the "Contact" tab here <http://apcgweb.org/contacts>

11. Record Keeping. Create a folder for each meeting year (e.g. APCG 2018 Reno). In that folder, save files of meeting minutes, agendas, treasurer's reports, President's reports, and other documents distributed and discussed at the annual APCG conference. Organize these documents in folders for each year of the conference.

12. Before the next conference. At least 1 to 2 weeks before the fall APCG conference, send digital copies of the last year's 1) Business Meeting Agenda, 2) Business Meeting Minutes, 3) Executive Council Meeting Agenda, and 4) Executive Council Minutes to the members of the Executive Council, so that they may review them for vote and discussion during the conference.

13. Provide a reminder to the APCG President to collect and send their meeting documents (agenda, notes, etc) to the APCG archive at Western Washington University, Bellingham, WA.

### **Suggestions & Best Practices To Prepare For Each Annual APCG Conference:**

#### **Before the Conference**

(1 to 2 weeks before the annual conference)

- Send Executive Council the Executive Council meeting minutes & agenda from the previous year
- Send Executive Council the Business Meeting minutes & agenda from the previous year
- Contact the President of APCG two weeks before annual conference. Send the agenda for the Executive Council meeting and the Business Meeting from the previous year. Also send updated agendas for the current year (revise as necessary) and ask the President for additional agenda items or revisions.
- After you receive the meeting agendas (2) from the President, send these agendas on to the Executive Council at least one week before the conference.
- Print and bring along about 30 printed Business Meeting minutes from previous year & the current year's Agenda (for example, 2016 Business Meeting with 2017 Agenda). Distribute these at the Business Meeting held during the annual conference.
- Send the Banquet Agenda to the President, President- elect, and the Executive Committee the week before the meeting (or remind them that they can find this information on the APCG website (History & Governance > Executive Council Duties).
- Print and bring along about 10 copies of last year's Executive Council Agenda, EC Minutes, and last year's Business Meeting Agenda & Minutes for the EC meeting
- Bring a digital audio recorder to the annual conference. Use it to record the discussions at the Business Meeting and Executive Council meetings. This will be very helpful as you type a condensed and succinct version of the many discussion items!
- Contact the Treasurer a week before the annual conference. Request the annual APCG Treasurer's report. Print a copy and bring along with you to the annual conference. This will be handy for the specific funds and dollar amounts presented by the Treasurer in their public

report and will serve as a guide as you type the Business Meeting and Executive Council notes.

### **During the Conference**

- Attend the Executive Council meeting and the Business Meeting.
- Take notes for the reports of both Executive Council & Business meetings.
- Encourage others to consider nominating a colleague to this Secretary position in the future or serving in this role! It's a great way to get to know APCG and be an active part of the community.

### **After the annual APCG conference**

- Type notes for the Business Meeting and the Executive Council Meeting and save as separate documents for the meeting minutes.
- Use the templates for meeting minutes (BM and EC)
- Send Business Meeting minutes to the editor of *Pacifica* by deadline for the Fall issue
- Keep back up copy of files including:
  - EC and BM meeting minutes from this year for next year's meeting notes (they will be handy!)
  - Agendas for the Business Meeting and the Executive Council
  - Copy of the Treasurer's Report for each year
- Contact AAG each year and send them the names, titles, affiliation, and email addresses of newly elected officers to APCG.
- Double check the Primary Duties list, at the top of this document for additional post-conference tasks