

SECRETARY-TREASURER and SECRETARY-TREASURER-ELECT

Term of Office

Two year term (first year as Secretary-Treasurer-Elect) beginning at the initiation of the fiscal year of the Association following election. Elected by general membership on the Michigan Academy Ballot.

Criteria for Position

1. Active, retired, or technician member of the Academy and Michigan Academy for at least three [3] years preceding nomination.
2. Experience in Association activities and thorough familiarity with the state association, its activities, and operation.
3. Understanding of the organizational structure of Michigan Academy and its affiliation to the Academy, the Academy Foundation, dietetic practice groups, and district associations.
4. Availability of time for performance of duties of positions for two years as Secretary-Treasurer-elect and Secretary-Treasurer.

Organizational Relationships

1. Accountable to the membership of the Association.
2. Accountable to the President and the Board of Directors.
3. Assist with coordination of activities with Michigan Academy Central Office staff.

Bylaws Description of Responsibilities

1. Serve as a member of the Board of Directors of the Association with voting privileges.
2. Secretary-Treasurer Elect assists the Secretary-Treasurer in fulfilling the functions of that position as a means of learning the clerical and financial affairs of the Association.

Specific Responsibilities – Secretary-Treasurer

1. **Member of Board of Directors**

Attend all meetings of the Board of Directors.

2. **Board of Director Meetings/Minutes**

- a. Electronically sends out Michigan Academy Board Meeting announcements two weeks prior to the BOD meeting.
- b. Completes and updates the Action Tracker form with Approved Motions. This is updated after the BOD Meeting Minutes have been approved.
- c. The Action Tracker is sent out to the BOD along with the next BOD meeting notice.
- d. Completes the BOD meeting minutes and sends for proofing to the Secretary-elect and the Michigan Academy Executive Director.
- e. Upon receiving any edits from Secretary Treasurer-Elect or Executive Director, the Secretary Treasurer will finalize the minutes and send electronically to the BOD within 30 days of the previous meeting. The Executive Director will maintain file of minutes in the Michigan Academy office.

3. **Expense Approvals**

- a. The Secretary-Treasurer will approve all BOD expenses within five business days of receipt and forward to the Michigan Academy Executive Director for payment.
- b. The Secretary-Treasurer will review the month's end financial statement including the investment accounts. The report will be prepared by the Executive Director.

- c. The Secretary-Treasurer will serve on the budget committee for preparation of Michigan Academy's annual budget. Meetings will be scheduled between late February and April as deemed necessary.
- d. Present the draft Michigan Academy Budget for approval by the Board of Directors at its final meeting.

4. Michigan Academy Records

- a. Maintain a flash drive of current Michigan Academy Policies and Procedures for ready reference.
- b. At the termination of office, transfer to the Michigan Academy Office those items of permanent record for Michigan Academy files. Maintain all materials for at least one year of records on a flash drive and pass on to the Secretary/Treasurer-Elect.
- c. Deliver files to Secretary-Elect with a master list of file folders within two weeks of leaving office, but preferably at the last Board of Directors meeting for the Association year.

Specific Responsibilities – Secretary-Treasurer-ELECT

1. Member of Board of Directors

Attend all meetings of the Board of Directors.

2. Secretary-Treasurer-Elect Activities

- a. The Secretary-Treasurer-Elect will cover for the Secretary-Treasurer in the event Secretary-Treasurer is unable to complete the task. (See tasks listed under Secretary-Treasurer).
- b. The Secretary-Treasurer-Elect will attend the budget committee for preparation of Michigan Academy's annual budget. Meetings will be scheduled between late February and April as deemed necessary.
- c. The Secretary-Treasurer-Elect will receive files and flash drive from the Secretary-Treasurer within two weeks of Secretary Treasurer leaving office, but preferably at the last Board of Directors meeting for the Association year.
- d. At the termination of office, transfer to the Michigan Academy Office those items of permanent record for Michigan Academy files. Maintain all materials for at least one year of records on a flash drive and pass on to the Secretary-Elect.

Michigan Academy Manual – Secretary-Treasurer and ST Elect

Revised: 2007, 2008, Amended July 18, 2009, Amended by BOD July 10, 2010 BOD Meeting. Revised 2012 Revised 2013, Revised BOD meeting, February 20, 2014