

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 the Division they are representing

Responsibilities

- Participate in regular meetings of the Division, typically once every one or two months
- Prepare and maintain official record of Division 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 Division should the Chair or Vice Chair fail to convene official meeting
- Maintain files and oversee activities relating to official Bylaws of Division
- Maintain official record of membership and a record of election results and oversee activities relating to Division archives

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.