

Role of the Unit /Department Secretary

Her role centers on recordkeeping, communication, and administrative support at the Unit/Department level.

1. Recordkeeping:

- Maintain Unit/Department records, including meeting minutes, officer installation forms, and all reports during the President's tenure.
- Retain records for 5 years – (four years plus the current year), ensuring continuity for incoming officers (A.P. Section 630).

2. Correspondence and Communication:

- Handle Unit/Department correspondence, such as preparing and sending reports (e.g., Americanism, Child Welfare, A.P. Section 640) to the Department Committee Chairman or if no Department send it to the chairman listed in the June newsletter from National.
- Suggested electronic distribution of notifications, such as updates, newsletters from National, any convention or conference proceedings. Communicate correspondence such as thank you letters from outside organizations to be read to the body at the next meeting,

3. Meeting Support:

- Take minutes during Unit/Department meetings, documenting decisions, votes, and actions to support the Unit/Department President and Board of Trustees.
- Facilitate officer elections by recording nominations and results, similar to the National Secretary's role in casting unanimous vote. National Bylaws, Section 125 A.

4. Support to Unit/Department Leadership:

- If needed, provides information to the Board of Trustees.
- Coordinate with the President and Treasurer to maintain Unit/Department operations, such as preparing materials for fundraising (A.P. Section 1000).

Conclusion

The Unit/Department Secretary is a vital part of the Unit/Department's administration, responsible for maintaining records, handling correspondence, supporting membership processes, documenting meetings.

In practice, the Unit/Department Secretary ensures the Unit/Department's administrative efficiency, supporting the President and Board of Trustees in fulfilling the MCLA's mission found in the National Bylaws Preamble. For a complete definition, a member should consult their Unit/Department's Bylaws.