



MINNESOTA SECTION

The American Institute of Professional Geologists

Secretary Duties Summary

Per the Bylaws: The Secretary shall perform the duties customary to the office, those assigned by these Bylaws or by the Executive Committee, and those required of a Section Secretary by the Institutes. The Secretary shall keep, maintain and have custody of the Bylaws, official documents and correspondence of this Section, the minutes and records of the meetings, and the decisions of this Section and of the Executive Committee. The Secretary shall be responsible for giving all notices required by these Bylaws.

Duties of the Secretary as recalled by 2011-2014 Secretary-Treasurer, Shanna Schmitt & 2015-2018 Secretary-Treasurer, Adam Krieger:

- The Secretary-Treasurer position was split into 2 positions with the 2017 Bylaws revision. The Section anticipates the Secretary acting as the Webmaster as that is how most of the Section communication occurs.
- Maintain and have custody of Bylaws, official documents, and correspondence of the MN Section.
- Record and maintain meeting minutes and records of decisions (some decisions are made via email and should be recorded until memorialized in the next Executive Committee meeting notes) made in Section Executive Committee and Annual meetings.
- Check-in Monthly meeting attendees & reconcile onsite registration & payments within the Section Website after each meeting.
- Set up the monthly luncheon meetings on the Website and 1, 7, 14, 21, and 28 day email blasts.
- Approve classified ads/job postings that are entered through the website and enter in any classified ads/job postings that come in through email, phone, etc.
- Work with the President or other Executive Committee members, Committee Chairs or members, or Section liaisons with other groups to post Announcements on the website and send the corresponding email blasts.
- Update the website content as necessary.
- Update the membership list at least quarterly by asking the AIPG National office for updated Section rosters.
- Create/update email forwarders as necessary.
- Check on/request email validations at least quarterly. Delete non-members with a history of “hard failures.”
- Create event notices on the Section Facebook page and create posts about event notices on the Section LinkedIn group.