

Secretary

Duties listed in the MDHA Bylaws

The secretary shall :

- Have a working knowledge of computers, the internet, social media and familiarize oneself with internet tools used for Association business such as, but not limited to, Dropbox
- Maintain the official minutes and records of all meetings of the WSDHA BOT
- Serve as custodian of the historic records of the Howard County Dental Hygienists' Association
- Write the correspondence of the Association and/or as directed by the President:
- Submit all correspondence for Executive Review.
- Purchase stamps for mailing and keep receipts of these purchases for reimbursement by the Treasurer. Purchases should not exceed the amount allocated in the budget.
- Disseminate WSDHA information as needed.
- Serve on the executive review committee
- Serve on the Newsletter Committee along with the Media Chair
- Receive the agenda from the President and e-mail it, along with details on time, location and directions of the next meeting to BOT members. When typing the minutes, include the names of the persons making the motions.
- Use all CAPITALS and BOLD PRINT for all "Motions Approved" when transcribing the WSDHA minutes
- Include all BOT members when uploading minutes for revision to DropBox
- Prepare all minutes within 48 hours after any meeting and email to BOT for review. Any comments pertaining to review shall be submitted within 10 days, to be followed by an email vote of approval. After approval, the minutes will be posted to Dropbox under "minutes".
- Prepare a list of all BOT members, and committee Chairpersons, to include name, address, telephone numbers, and email addresses. Distribute to the BOT members.

Meetings

- Shall attend all General Membership meetings
- Shall attend all WSDHA BOT meetings

Reports

See General Procedures Section

Correspondence and Files

- Keep the Incorporation Papers of the Association File all minutes and maintain in DropBox.
- Maintain files of Association correspondence in DropBox
- Send thank you notes to all exhibitors and sponsors of WSDHA events.
- Send thank you notes to all CE Program presenters