Secretary

Position Description

The AMUG Secretary is elected by the AMUG members and serves on the Board of Directors as an Officer as a two-years term. The Secretary oversees the custody of the corporate records of the Corporation and performs all duties as the corporate secretary of a corporation required by law or such other duties as from time to time may be assigned by the Board of Directors via the AMUG Policy, Procedure, and Governance Manual.

Primary responsibilities of the Secretary include, but are not limited to:

- Maintain and update corporate records including, but not limited to, official AMUG Bylaws; Policy, Procedure and Governance Manual; the seal of the corporation; and complete member roster.
- Maintain official minutes of all Board of Directors meetings.
- Maintain official minutes of the Annual Business Meeting of AMUG Members.
- Maintain official roster of AMUG Board of Directors, Committee Chairs and Committee Members.
- Record any termination of membership with dates.
- Ensure all notices are duly given in accordance with the AMUG Bylaws or as required by law.
- Retain and provide copies of Roberts Rules of Order for reference at regular and annual Users Group Conferences and business meetings.
- Any responsibilities, required by law or such other duties as from time to time may be assigned by the President or Board of Directors.
- Provide AMUG Newsletter content as required.
- Provide updates and reports as it relates to Secretary duties to the Board of Directors as necessary.
- Record any member violations.
- Prints and distributes member badges at Annual AMUG Conference Registration counter with Director of Membership.
- Committee Participation:
  - Serves on Executive Committee as an Officer of the Corporation;
  - Chairs the Governance Committee;
  - Co-chairs the Registration Committee;
  - Serves on the Collaboration Committee;
  - Interfaces with other committees as necessary.

Expectations

- Actively support the Objectives and Purposes of the Corporation as outlined in Article 2, Section 1 of the AMUG Bylaws.
- Knowledgeable of Roberts Rules of Order.
- Attend AMUG Board of Directors meetings.
- Attend AMUG Committee Chair meetings.
- Attend the annual AMUG Conference.
- Arrive the Friday before AMUG Conference.
- Be at the registration desk by 6:45 am each day of the conference for set-up and getting the team ready.
- Attend the AMUG Business Meeting at the AMUG Conference.
- Attend the annual Meeting of the Board of Directors.
- Assist in transition of duties to the Secretary-elect.
- While financial management is the primary focus of the Treasurer, the entire AMUG Board shares the responsibility of financial oversight and accountability.

Time Commitment (minimum)

- Board of Director meetings – 1 hour @ 2/month
- Committee Chair meeting – 1 hour/month
- Committee meetings - Chairs Governance Committee (meets as needed); Co-Chairs Registration Committee (meets one hour per month with the exception of prior to launching registration and up to conference can be one hour/week); Executive Committee (meets as needed), Collaboration Committee (meets as needed) – roughly 5 hours per month.
- Notes and follow up – 2 hours/month
- Annual Board meeting – up to 4 days/year (Travel required)
- Attend AMUG Conference from Friday to Friday.
- Note: Meetings will generate action items that will require additional time.

Term

- Secretary position is a minimum of two-year term.
- No limitation on the number of terms.

Qualification

AMUG Member in good standing as outlined in the AMUG Bylaws, Article 12, Members.
No position, except the Treasurer, may be held by the same person or employees of the same company, or employees of affiliates of the same company at time of election or appointment. In addition, the Treasurer and Director at Large may not be from the same company or affiliate due to financial responsibilities.

Experience

Demonstrated active support of AMUG's mission, philosophy, objectives and purpose.
Secretary position does not provide an automatic ascension to any Board of Director position.

Revision History

Amended 10/20/2022, AMUG Board of Directors
Amended 07/20/2023, AMUG Board of Directors
Amended 07/12/2024, AMUG Board of Directors
Amended 11/04/2024, AMUG Board of Directors
Amended 11/04/2026, AMUG Board of Directors