

## Standard Operating Procedure Secretary

As stated in the APVMA Constitution, the role of the Secretary is as follows:

*The Secretary shall take minutes of the Presidents Meeting at the Symposium, and any other general or Executive Board meetings of the APVMA. The Secretary shall compile notes of all events, pertinent discussions, and important issues, to be added to an archive periodically, covering at least the last five years. A hard copy of this document shall be presented from the outgoing Secretary to the incoming Executive Board and incoming ABoT [Advisory Board of Trustees] members immediately following the election of the incoming Executive Board and be maintained and possessed by the current Secretary. The Secretary shall be responsible for publishing and distribution of the national newsletter at least, but not limited to, four issues per fiscal year (By-Laws Article 5, Section 3). Newsletters will be posted on the APVMA website and sent, via email, to all member clubs, non-club affiliated members and to prominent figures beneficial to the success of the APVMA. The Secretary shall be responsible for maintaining a current membership directory and updating the Secretary's Officer Manual as needed. The current membership directory shall include at least but not be limited to the official name, primary contact for the current fiscal year, advisor name and appropriate contact information, and general location of each registered member organization within the APVMA for that respective fiscal year. Additionally, the membership directory shall include the respective, unique membership ID, created by the Secretary at the time of receiving proof of payment by the member organization or non-club affiliated individual from the Treasurer, for each registered member organization and non-club affiliated individual. This directory will remain accessible to all Executive Board members and the ABoT in an online medium such as Google Drive and shall be updated continuously as each member organization registers to be within the APVMA.*

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The position APVMA Secretary is one where organization is vital, as all records of various material are recorded through this position. This position, like many others, requires exceptional communication and listening skills, taking diligent care that all information recorded and relayed remains true, professional, and all-inclusive. The following are expected of the Secretary on a regular basis. However, please note there may be additional responsibilities the Secretary must perform for during his/her term.

In addition to the roles as stated in the Constitution above, the Secretary of the APVMA must also:

- Schedule teleconference meetings, as well as develop the agenda spreadsheet which needs to be shared with the ABoT.
- Develop thorough and concise meeting minutes, which will be shared with the ABoT and on the APVMA website for the public to view.
- Formulate a creative and informative newsletter which provides details of the affairs of the Eboard and the ABoT throughout the year.
- Keep an organized and easy to follow Google Drive that is to be shared with the Eboard and the ABoT.
- Promote APVMA related material to members, clubs, and non-affiliates.