

1.8. SECRETARY

1.8.1. TERM: One year.

1.8.2. DUTIES OF THE SECRETARY:

- 1.8.2.1. Take the minutes of all membership meetings and Board of Directors' meetings. Copies are to be sent to all Board members. Copies of the minutes are to be provided within three (3) weeks after each official meeting.
- 1.8.2.2. Take minutes of the Executive Board to be read and acted on only in Executive Board meetings
- 1.8.2.3. A draft of the minutes is to be submitted to the president before entering them in the final form.
- 1.8.2.4. Send notices of meetings and routine letters as requested by the president
- 1.8.2.5. Write thank-you letters to the chairpersons of the various committees after they have completed working on designated projects
- 1.8.2.6. Send copies of the correspondence to the president
- 1.8.2.7. Prepare an annual written report, in triplicate, for the last Board of Directors meeting before the fall KLA/KSMA joint conference.
- 1.8.2.8. The out-going secretary will take minutes of the KLA/KSMA joint fall conference board meeting. These are to be prepared in a form for filing by the in-coming secretary.
- 1.8.2.9. The out-going secretary sends to the KLA Executive Secretary the names, addresses, telephone numbers, and e-mail addresses of the new officers immediately following the election.
- 1.8.2.10. Serve as a member of the Finance Committee.
- 1.8.2.11. Turns over all correspondence of lasting interest to the historian at the end of the current year.

1.8.3. EXPENSES:

- 1.8.3.1. Expense vouchers must be completed, signed, and submitted to the treasurer before any bills can be paid.
- 1.8.3.2. Receipts or invoices must accompany all vouchers; however, receipts for mileage expenses are not necessary.

- 1.8.3.3. Any expenses incurred while in office must be submitted for payment at least 10 days prior to the fall KLA/KSMA joint meeting. This will enable the treasurer to pay all bills and prepare the books for audit.
 - 1.8.3.3.1. If this deadline cannot be met, a written explanation should accompany a completed and signed voucher and should be submitted to the treasurer prior to the fall KLA/KSMA joint conference.
 - 1.8.3.3.2. Invoices/receipts should be submitted as soon as possible.
 - 1.8.3.4. Travel expenses for members of the Board of Directors and appointees attending KSMA Board of Directors meetings are allowed at the rate of KLA mileage rate per car for meetings not held in conjunction with conferences or regular annual meetings such as the fall KLA/KSMA joint conference. If the meeting is held 100 or more miles from a member's home, \$50.00 per night lodging expense is allowed.