

SPECIAL INTEREST GROUPS - SECRETARY

I. OFFICER DUTIES AND RESPONSIBILITIES

- a. Secretary
 - i. Maintains a record of all official actions and decisions of the SIG.
 - ii. Records the minutes of all SIG meetings and conference calls.
 - iii. Submits minutes of SIG meetings (CSM, conference calls) to the SIG officers.
 - iv. Attends the SIG officers meeting with the Academy Vice President at CSM.
 - v. Assists the Chair in preparing and submitting an annual plan for the SIG to the Board of Directors.
 - vi. Ensures currency of SIG website links and content every 6 months at minimum.
 - vii. Provides for orientation of a successor.

II. EXPENSES

- a. Special Interest Group Officers (Chair, Chair-Elect, Vice Chair, Secretary, Nominating Committee Chair) are reimbursed according to the Academy's Honoraria and Reimbursement Policy and as outlined in the annual budget toward meeting expenses per officer given that the officers participate in planned SIG activities.
- b. In addition to the travel compensation for SIG officers, each SIG is provided an annual budget intended to support programs and outreach of the SIG. This is used at the discretion of the SIG officers with priority on non-travel expenditures. Since SIG officers are compensated for travel, these funds are not to be used for additional SIG officer travel.
- c. Each officer submits expenses to the Executive Director according to the policy of the Academy.