

WI ASLA Secretary

Duties and Responsibilities / From WI ASLA Bylaws

The Secretary shall: maintain a record of the proceedings of the business meetings of the Chapter and the Board of Directors; prepare and issue notices of the meetings of the Chapter and the Board of Directors; prepare, issue, and receive ballots; administer annual and special elections and notify candidates of election results; serve ex officio as a member of the Bylaws Committee; maintain the bylaws of the Chapter; certify documents; and perform such other duties as are customary for the office of chapter secretary or as may be assigned or delegated by the president.

Term: Two Years

Requirements: WI ASLA Full or Associate Member in good standing

Board of Directors Responsibilities: See Article 5: Governance in WI ASLA Bylaws

Additional Responsibilities (Not listed in bylaws): Some of the Secretary's responsibilities identified in the Chapter bylaws may be handled by an executive director and/or association management firm if the chapter has hired one.

Additional duties include, but are not limited to the following, and may vary as delegated by the Chapter president:

- Review board meeting minutes and agendas
- Monitor and maintain Chapter records and files (paper and digital)
- Monitor and maintain Chapter calendar and website calendar
- Manage and edit monthly Chapter newsletters
- Monitor Chapter website. Ensure information is up to date and relevant.
- Keeper of Chapter passwords. Responsible for updating once per year and granting access to chapter's online file database.
- Help identify WI ASLA Recognition Awards nominations and Fellows nominations.
- Participate in monthly board meetings

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Wisconsin Chapter
of the
American Society of
Landscape Architects

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