

Harry M. Gehman
Executive Director

SUNY at Buffalo (University of Buffalo)
Buffalo 14, New York

Raoul Hailpern
Associate Secretary

DUTIES OF SECTION SECRETARY 1963

Various duties of the section secretary are listed below. Since the sections vary greatly, each secretary will find it necessary to decide when these duties should be performed and whether he should assume additional responsibilities.

1. Secure speakers for the program of each meeting several months in advance of the meeting. If this work is delegated to a committee, the secretary should check on its progress.
2. Send out preliminary announcements of each meeting about three months in advance of the meeting. (About six weeks before each section meeting, the Associate Secretary of the Association will send a list of members to the section secretary. The latter should also include on his mailing list members of other sections and non-members of the Association who have expressed a desire to be informed of such meetings.)
3. Secure abstracts of papers to be presented on the program before the meeting. To secure these promptly, the secretary should send an abstract blank to each speaker about two weeks before the meeting; such abstract blanks will be supplied by the Associate Secretary. The secretary may find it necessary to revise or shorten the abstracts. If an abstract is not obtained within a short time after the meeting, the section secretary should feel free to submit his report without including that abstract. The abstracts should be retained by the section secretary.
4. Mail final announcements of the meeting about a month before the meeting.
5. Make sure that all necessary business matters and reports of committees are included on the agenda of the meeting.
6. At the section meeting, check the attendance of members and non-members; have application blanks and other membership materials available; invite non-members to join the Association.
7. Report the date and place of future meetings as soon as possible after each meeting to the Associate Secretary.
8. Report newly elected officers as soon as possible after each meeting to the Associate Secretary.
9. Request a progress report of the various committees of the section if no report has been given at the section meeting; this report should be forwarded to the Associate Secretary along with the report of the meeting.
10. Submit two copies of the report of the section meeting to the Associate Secretary within a month after the meeting. The report should be typed and double spacing should be used. The form of reports appearing in current issues of the Monthly should be followed.

11. Plan campaigns for new members.

12. Send invitations to join the Association to non-members who attend the section meeting as soon as possible after the meeting; or send lists of these non-members to the Association office.

13. Provide newly elected officers with copies of the by-laws of the section.

14. Report news items pertaining to members of the section to the Associate Secretary.