

TEDA Secretary Time Line

Flex Dates / Ongoing Items

Meeting Minutes:

Record the minutes of all Executive Board meetings, General Assembly meetings, and any other meeting as designated by the Board.

Post the draft of the Board meeting minutes (within 30 days after the Board meeting) under the Board Only tab on the TEDA Website (or other designated site) for all Executive Board Officers, Advisors, and Chairpersons to review with official approval at the next Executive Board meeting. (These minutes are not published and do not go to the TEDA membership or other entities.)

Send electronically the draft of the General Assembly minutes (within 30 days after the General Assembly meeting) to all Executive Board Officers, Advisors, and Chairpersons for review.

Collaborate with the Past President/Website Liaison to post a copy of the General Assembly meeting draft minutes to the website. These minutes are approved at the next General Assembly meeting (one meeting per year).

Meeting Attendance:

Maintain records of attendance for all designated meetings (e.g. Board, General Assembly).

Custody of Records:

Assume custody of all records not specifically assigned to other Board members.

Maintain copies of any CPE credits for TEDA events as provided by the Conference Chair. (unsure of how this is handled; consult with Conference Chair)

July

Maintain appropriate records and transfer records/materials, timelines, electronic files, and documents to the incoming Secretary prior to the new fiscal year for the Association.

Provide electronic copy of updated officer timeline to Organizational Affairs Chairperson.

Note: All correspondence may be electronically completed.