

**PORTLAND BEAD SOCIETY  
STANDARD OPERATING PROCEDURE  
SECRETARY**

- The Secretary, in accordance with the PBS By-laws shall:
  - Record the proceedings of general, Board, and Executive Committee meetings.
  - Prepare the minutes of each general and Board meeting for publication in the appropriate PBS venue.
  - Provide minutes of each Board meeting to the Board members for review and approval at the next Board meeting.
  - Keep copies of the original bylaws, all approved revisions, and the standing rules.
  - Assume the duties of President when the President, President-elect, and Past President are absent.
  
- As a Board member, the Secretary shall:
  - Comply with the PBS by-laws.
  - Adhere to the PBS Code of Conduct and to the provisions outlined in the Board-approved modification of the “Internal Revenue Service Good Governance Document”.
  - Write and/or update the Standard Operating Procedure for this position.
  - Prepare an annual budget to be presented at the yearly Budget Meeting. Be responsible for the budget for the position. All over expenditures will be brought to the Board for review and approval. All receipts, invoices and expenditures will be documented in accordance with PBS financial procedures.
  - Attend Board and General Meetings on a regular basis. Arrange for a substitute at these meetings when appropriate.
  
- As an elected officer, the Secretary shall:
  - Be a member of the Executive Committee.
  - Following the April election for this position, and until the end of the term on August 31, the Secretary shall train the newly-elected Secretary to assume that role by September 1 of that election year.
  - Deliver all documents, materials, and equipment pertaining to the office of Secretary to the newly-elected officer by August 31 of that election year. All PBS-owned equipment shall be handed off in good working order, to the succeeding officer, including hardware and software.
  - Have signature authority on PBS checks which are co-signed by another elected officer and have been approved by a member of the Audit Committee.
  
- The Secretary shall:
  - Take minutes at Board meetings:
    - Create a separate file for each Board meeting.
    - Provide the date of the meeting, list the Board members who are present and those who are absent, and provide the names of any visitors.
    - Note the times the meeting started and ended.
    - Briefly document committee reports presented during the meeting.

- Precisely document the wording of any motions, list the names of the member who makes the motion and the member who seconds the motion, and note the result of the motion (passed or failed).
  - Ensure that financial discussions and decisions are well-documented.
  - Note in the document that minutes are subject to approval.
  - Archive approved minutes and hand them off to the next Secretary.
- Submit Board minutes for review and approval:
  - Send minutes to the Board via email before the next Board meeting.
  - Present the previous meeting's minutes at the following Board meeting and request corrections. The minutes must be approved via a motion and vote.
- Archive approved Board minutes:
  - If the Board makes corrections, note those corrections in the *current* meeting's minutes. Make the same corrections in the file containing the previous meeting's minutes and add a note that the minutes were approved with corrections and the date of approval.
  - If the Board does not make corrections, add a note to the file containing the approved minutes stating that the minutes were approved and the date of approval.
- Take minutes at Executive Sessions:
  - Create a separate file for the minutes and note the time, date, and topic of discussion.
  - If the Executive Session is entered during a regular Board meeting, note in the regular minutes the time at which the Board enters and exits the Executive Session.
  - If the Executive Session was called separately, note the members present during the discussion.
  - Capture briefly the concerns raised and decisions made during the session.
  - Send Executive Session minutes only to the President and to any Board members the President requests.
  - Archive minutes and hand them off to the next Secretary.  
**Note:** Executive Session minutes are not submitted to the Board for review and are not published.
- Take minutes at General Meetings:
  - Create a separate file for each General Meeting.
  - Note the times the meeting started and ended.
  - Briefly describe Board announcements, committee reports, and member announcements.
  - Precisely document the wording of any motions, list the names of the member who makes the motion and the member who seconds the motion, and note the result of the motion (passed or failed).
  - Precisely document the names of candidates for Board offices and the results of voting on those candidates.
  - Ensure that financial discussions and decisions are well-documented.
  - Capture notes from the member guest artist. Separate these notes from the business part of the meeting.

- Capture notes from the General Meeting speaker. Separate these notes from the business part of the meeting.
- Archive published minutes and hand them off to the next Secretary.  
**Note:** General Meeting minutes are not submitted to the Board for approval.
- Submit minutes to the Newsletter Publisher:
  - Submit Board meeting minutes and general meeting minutes to the Newsletter Publisher and the Newsletter Editor by the established publication deadline.
  - Ensure that final minutes include corrections suggested by the Newsletter Publisher or Editor.
- Bring documents to Board meetings:
  - Bring an electronic copy of the current By-laws.
  - Bring electronic Board meeting minutes, Executive Session minutes, and General Meeting minutes from the current President and the Past-President's terms.
  - Bring electronic copies of the SOPs.
  - Bring an electronic copy of the Good Governance Document.
- Maintain records, equipment and materials:
  - Keep all PBS-owned equipment in good working order and inform the Board of any maintenance issues.
  - Maintain a back-up of records as specified in the Records SOP.
  - Maintain a backup of all PBS data separate from the PBS working computer.

Adopted by the PBS Board

June 14, 2011

Re-adopted in new SOP format May 16, 2012