Summary:
The ICHRIE Secretary is responsible for attending organization meetings (Executive Committee, Board Meetings and Annual Meetings) and recording minutes as prescribed by *Robert’s Rules of Order Newly Revised*, the organization’s parliamentary authority. The minutes are recorded as topics are presented and acted upon by ICHRIE members. The minutes are recorded and submitted to Executive Members and Board Members within two weeks of the ending date of the meetings. Members are required to read the minutes and make changes as required. The changes are sent electronically to the secretary. Changes suggested by members are made and a final copy is completed no later than two months after the end of meetings.

The Secretary serves as chair of the Bylaws committee. The committee is appointed by the President. The committee is charged with reviewing the Bylaws and making recommendations for changes during the annual meeting held during the annual conference.

Duties, Responsibility and Authority:

- Records Minutes at all meetings of the members, Executive Committee and Board.

- Submits Minutes for corrections to members (Executive and /or Board) for corrections within two weeks after a meeting.

- In concert with the Chief Executive Officer, submits corrected Minutes for publication as requested.

- Reviews bylaws and in concert with the bylaws committee, makes recommendations for changes. The recommended bylaws are presented by the committee, approved by the Board and submitted to the membership at least thirty (30) days before the Annual Conference. The bylaw changes are approved with an affirmative two-thirds vote of persons present and voting during the Annual Meeting.
• Other duties may include: maintaining the membership roster in concert with the ICHRIE staff; giving announcements during the ICHRIE Conference.

• Presents a report of ICHRIE at the annual business meeting.

• Assumes other duties as prescribed by the president.

• In the absence of the President and Vice-President, the Secretary may call a scheduled meeting to order and facilitate the election of a chairman pro-tem.

• As the chair of the bylaws committee, the secretary directs the members and activities of the committee to ensure that the committee meets its goals and objectives.

Duties, Responsibilities, and Authority:

• Assists in developing the committee objectives.

• Informs committee members of objectives and their expected individual contributions and responsibilities.

• Prepares meeting agendas and distributes relevant information to all members prior to the meeting.

• Presides over committee meetings to ensure adherence to the major issues and purposes.

• Prepares committee meeting minutes in a timely manner and forwards a copy of all committee approved minutes to the ICHRIE office for archive purposes.

• Assists the President in identifying potential leaders among committee members.

• Provides the President with the names and terms of all committee member potential appointments.

• Encourages active participation by committee members in the activities of the committee and of ICHRIE.

• Prepares committee status reports for the Executive Committee and the ICHRIE Board.