

SECRETARY/TREASURER DUTIES  
North Central Chapter Health Physics Society

## Secretary Responsibilities

### Maintain "Chapter Handbook"

- Maintain Membership Directory
  - Receive new member applications and dues payments
    - Verify HPS membership and annotate application form
    - Distribute applications to Executive Council via email for approval (determines join date)
    - Hold original applications for review and signature during Executive Council meeting
  - Update membership directory following each meeting (at a minimum)
    - create HTML and pdf
    - Submit membership directory to Chapter webmaster for publication on website
  - Create and maintain list of user names and passwords for access to members only side of website and for voting
    - Provide user name and password to each new member as part of welcome
  - Create and send annual dues notices each December
    - Send dues reminders throughout the year
- Update list of meeting locations after each meeting
  - Submit meeting location list to Chapter webmaster for publication on website
- Update list of current and past officers after each Fall meeting
  - Submit officer list to Chapter webmaster for publication on website
  - Update the list of officers on the HPS Chapter Reports following the fall meeting
- Take minutes of each Executive Council and Business Meeting
  - Record meetings and transcribe minutes
  - Route minutes to Executive Council for review
  - Council approves Council meeting minutes via email
  - Membership approves Business Meeting minutes at next Business Meeting
  - Submit meeting minutes to Chapter webmaster for publication on website
- Maintain paper and digital records of Chapter Handbook

### Create and distribute ballots

- Obtain officer candidates from Nominating Committee (traditionally past-president, officers leaving, not current officers)
- Create paper ballot and candidate summary
- Create files for electronic balloting
  - Create user name, email, and password list for voting
  - Submit files to HPS Chapter Support webmaster (*Rudy Birenheide*) for web page development and creation
  - Provide ballot end date to HPS Chapter Support webmaster (review Chapter Bylaws to ensure end date is before Spring Executive Council meeting)
  - Test voting web page and approve for release
- Distribute paper ballots and URL for electronic voting to membership
  - Provide user name and password to members who request it for voting
  - Collect paper ballots for counting
  - After electronic ballot end, print list of votes and persons voting
  - If any person submitted a paper ballot and an electronic vote, discard the paper ballot since there is no way to determine the electronic vote.
  - Supply the electronic vote tally and the paper ballots to the persons who will count the ballots (typically at the Spring Executive Council meeting)

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- Record the results of the ballot in the Council and Business meeting minutes

#### Organize meetings (generally one month prior)

- Prepare technical meeting agendas and registration forms and distribute to Chapter webmaster for publication on website
  - Obtain list of Affiliate members who will exhibit or sponsor a technical meeting from Affiliate Coordinator (recognize on agenda and website)
- Distribute technical meeting agenda and registration form to membership
- Prepare draft agendas for Executive Council and Business Meetings and distribute to Executive Council for review
- Prepare Secretary's report on membership and distribute to Executive Council prior to Executive Council meeting
- Obtain Affiliate member and other committee reports and distribute to Executive Council prior to Executive Council meeting
- Prepare attendance list (and name tags) for Executive Council and technical meetings
- Prepare other documents as necessary for Executive Council and Business meetings
- Coordinate with meeting host to secure a room for the Executive Council meeting and reservations for dinner prior to the Executive Council Meeting
- Distribute to meeting attendees (including HPS President-elect and Affiliate member exhibitors) details regarding the dinner prior to the Executive Council Meeting
- Distribute to Executive Council details regarding the Council meeting, including copies of reports presented during the meeting
- Collect registration fees as applicable at technical meeting
- Present Secretary's report at Business meeting
- Apply to American Academy of Health Physics for continuing education credits for technical meeting
  - Use final agenda, AAHP will return a course number
  - Forward continuing education credit information to Chapter webmaster for posting on the website
- Bring the banner, arrange for computer and projector

#### Maintain incorporation

- File annual report with state of Minnesota prior to December 31

#### Report to HPS

- Submit annual report to HPS (via HPS members only website) following Fall meeting

#### Charter, President plaque and challenge coins

- Maintain NCCHPS charter and have presidents sign the back annually
- Order or provide for the ordering of a recognition plaque for the outgoing President
  - Contact *Mike Lewandowski* to order a plaque from the St. Paul company that historically has provided these plaques (*AJ* is his contact)
  - Order plaque eight weeks prior to fall Executive Council Meeting
- Control how challenge coins go out: outgoing officers, first-time speakers

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Treasurer Responsibilities

#### Dues and meeting registrations

- Receive and record payments (including Affiliate member payments)
- Deposit payments in bank account (weekly)
- Create PayPal button(s) to collect dues and meeting registrations electronically
- Supply PayPal button(s) html to Chapter webmaster to post on website
- Record payments made via PayPal
- Transfer money from PayPal to bank account (monthly)
- Supply receipts as requested

#### Pay chapter bills

- Pay meeting expenses and maintain records of expenses and payments
- Reimburse Chapter members and others for Executive Council-approved expenses
  - Use the reimbursement form on the Chapter website to document expenses and reimbursement

#### Financial reports

- Obtain, review and maintain copies of bank statements
- Prior to each Executive Council meeting, prepare a report of the Chapter's finances for the Council and membership
- Present the Treasurer's report to the Executive Council and at the Business Meeting
- Prepare a fiscal year report to present at the Fall Executive Council and Business Meetings

#### Maintain IRS tax exempt status

- File a form 990N with the IRS (review folder for deadline)
- Report to Executive Committee that filing has been done

#### Transfer of authority

- Prior to ending your term, prepare a letter to be signed by the incoming President, designating the incoming Treasurer as the responsible party for the bank accounts

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## Calendar

### January

- Receive membership renewals, deposit funds and update membership directory and financial records
- Prompt Nominating Committee for candidates for office
- Prompt Council for HPS award nominations
- Prompt President and President-elect for location and date of Spring meeting
- Archive membership directory

### February

- Obtain names of candidates for ballot from Nominating Committee Chair (traditionally the Past President).
- Create ballot and documents for electronic voting.
- Send electronic voting documents to HPS Chapter web support (Rudy Birenhiede) for web site creation.
- Send second notice for dues renewal.
- Receive membership renewals, deposit funds and update membership directory and financial records
- Prompt President-elect for Spring meeting agenda
- Remind Council of Wissink Memorial Lectureship to fund speaker
- Determine meeting registration fee
- Coordinate with meeting host on hotel discounts/recommendations for meeting, provide information to Chapter webmaster

### March

- Receive membership renewals, deposit funds and update membership directory and financial records
- Distribute ballot and URL to membership and Chapter webmaster
- Distribute meeting registration form and draft technical meeting agenda to membership
- Coordinate with Affiliate member coordinator on exhibitors and sponsors

### April (Spring Meeting)

- Organize Executive Council meeting agenda and location (coordinate with meeting host)
- Organize dinner before Executive Council meeting (coordinate with meeting host)
- Coordinate with meeting host on food for meeting
- Organize materials for Business meeting and technical meeting registration
- Prepare Secretary/Treasurer's report and obtain other committee reports
- Obtain online ballot results and bring paper ballots to Executive Committee meeting
- Take meeting minutes
- Pay meeting bills
- Send third notice for dues renewal.
- Receive membership renewals, deposit funds and update membership directory and financial records

### May

- Prepare meeting minutes and distribute to Executive Council for review
- Update financial records and notify Executive Council of meeting performance
- Update membership directory and welcome new members
- Update website documents
- Receive membership renewals, deposit funds and update membership directory and financial records

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### June

- Receive membership renewals, deposit funds and update membership directory and financial records
- Update Chapter Report on HPS website
- Prompt President and President-elect for location and date of Fall meeting

### July

- Send fourth notice for dues renewal.
- Receive membership renewals, deposit funds and update membership directory and financial records
- Determine meeting registration fee
- Coordinate with meeting host on hotel discounts/recommendations for meeting, provide information to Chapter webmaster

### August

- Receive membership renewals, deposit funds and update membership directory and financial records
- Prompt President-elect for Fall meeting agenda
- Remind Council of Wissink Memorial Lectureship to fund lectureship
- Submit IRS form 990N
- Order plaque for Chapter President

### September

- Organize Executive Council meeting agenda and location (coordinate with meeting host)
- Remind Chapter President of State of the Chapter address at Business Meeting
- Distribute meeting registration form and draft technical meeting agenda to membership, including HPS President-elect as appropriate
- Reserve hotel room for HPS President-elect, send confirmation details to HPS President-elect
- Coordinate with Affiliate member coordinator on exhibitors and sponsors
- Send fifth notice for dues renewal.
- Receive membership renewals, deposit funds and update membership directory and financial records

### October (Fall Meeting)

- Organize dinner before Executive Council meeting (coordinate with meeting host)
- Coordinate with meeting host on food for meeting
- Organize materials for Business meeting and technical meeting registration
- Prepare Secretary/Treasurer's report, including prior fiscal year report, and obtain other committee reports
- Obtain online ballot results and bring paper ballots to Executive Committee meeting
- Take meeting minutes
- Pay meeting bills, including HPS President-elect
- Receive membership renewals, deposit funds and update membership directory and financial records

### November

- Prepare meeting minutes and distribute to Executive Council for review
- Update financial records and notify Executive Council of meeting performance
- Update membership directory and welcome new members
- Update website documents
- Receive membership renewals, deposit funds and update membership directory and financial records

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December

- Create and distribute next year's dues renewal notices
- Receive membership renewals, deposit funds and update membership directory and financial records
- Update Chapter Report on HPS website
- File incorporation report with State of Minnesota