

SECRETARY/TREASURER DUTIES

North Central Chapter Health Physics Society

End of Fall Meeting: Take over office of Secretary/Treasurer. Complete Executive Council and business meeting minutes. Forward to President for approval.

October: Send out any extra handbooks.

December: Put membership name and address updates in Winter newsletter. Also send them to the Executive Secretary. Send out Winter newsletter with assistance from Newsletter Editor. Mailing labels can be obtained from the Executive Secretary. Mail annual dues notices. Mail student membership renewal form.

6-8 Weeks Prior to the Spring Meeting: Prepare Spring newsletter including ballots, ballot envelopes, return envelopes, and information about nominees (everything except the envelopes will come from the outgoing President). Ballots and meeting pre-registrations are to be returned two weeks before the meeting. All incoming ballots must be certified before they are opened (envelope has to be signed on the outside by a member in good standing). Send out Spring newsletter with assistance of Newsletter Editor.

Spring Meeting: Take minutes at Executive Council and business meetings. Report on the status of the treasury and membership at the Executive Council and business meetings. Distribute new membership applications for Executive Council approval. Arrange for collection of registration fees (if any) and membership dues on morning of meeting. Provide a sign-up sheet for attendees.

April/May: Complete Executive Council and business meeting minutes. Send to President for approval. Complete a new chapter data sheet based on the election results for the Spring meeting; send this information to the HPS President-Elect, HPS Executive Secretary, chapter President, and chapter President-Elect. Send new officer information to the chapter Newsletter Editor.

May/June: Send out Summer newsletter with assistance from Newsletter Editor.

August: With assistance from the Executive Secretary, put together information for membership handbook. Arrange and send out handbook for printing. Make sure books are ready in time to take to Fall meeting. Prepare chapter financial statement according to Article 5, Section 13 of the NCCHPS Bylaws.

August/September: Send out Fall newsletter with assistance from Newsletter Editor. Include pre-registration forms and registration fee information in the newsletter.

Fall Meeting: Take minutes at Executive Council and business meetings. Report on the status of the treasury and membership at both meetings. Distribute new membership applications for Executive Council approval. Distribute membership handbooks. Arrange for collection of registration fees (if any). Provide a sign-up sheet for attendees.

General: Names of chapter members who are arrears in dues for more than 2 years are to be sent to the Newsletter Editor for publication in the Summer newsletter. Maintain and update chapter officer duty descriptions. Keep financial records for IRS for 7 years. Receive new member applications and, if they have not been forwarded from the Executive Secretary, notify the Executive Secretary of the names and addresses. Forward all names, address, and phone number changes to the Executive Secretary. Make a statement in the next newsletter about new members or changes. Send welcome letters to new members following their approval by the Executive Council.

Address for Executive Secretary:
Executive Secretary NCCCHPS
c/o Jan Braun
Radiation Safety Office
Mayo Clinic
Rochester, MN 55905