



2.03 – Secretary Responsibilities

Responsible Officer or Committee: Secretary

Purpose: Guidance for the WMAO Secretary

Policy/Procedure:

Board Meetings

The Secretary is 1 of the 5 members comprising the WMAO Executive Board and as such, should strive to be at all board meetings and major events to provide guidance and to cast their vote on organizational issues. At each board meeting, the Secretary is also expected to give a report that includes: 1) current membership numbers (obtained from the WMAO Administrator), 2) Newsletter-related items, 3) Any other communications-related items.

Newsletter

Note: The incoming Secretary is responsible for the Winter WMAO newsletter. Content is due on December 15 of each year and is distributed on or before January 15.

One of the Secretary's primary responsibilities is to solicit and compile content for WMAOs quarterly newsletter, *The Ohio Water Table*. This publication is produced by the WMAO Administrator and made available (via email and the WMAO.ORG website) to the members on or around January 15 (Winter), April 15 (Spring), July 15 (Summer), October 15 (Fall).

The Secretary's role is to ask WMAO board members for content, such as, upcoming meetings, recent events, water-related projects, etc. NOTE: pictures are encouraged to accompany every newsletter submission. The due date for newsletter content is usually 1 month before it is distributed: December 15 (Winter), March 15 (Spring), June 15 (Summer), September 15 (Fall). The Secretary can ask for content at meetings and through email 2-4 weeks prior to the due date. Content is usually emailed to the Secretary who, then, emails it to the WMAO Administrator, on or around the due date.

The newsletter always has 1) a President's Column that the current WMAO President is expected to provide, 2) a Water Luncheon brochure whose author alternates between the WMAO Past-President and the Ohio Water Resources Center, 3) a standard piece on WMAO Awards. Depending on the status of the Annual WMAO Conference Planning Committee, the Spring newsletter should have the WMAO Conference Call for Abstracts, as well as, a Save-The-Date blurb for the annual WMAO Conference. The Summer newsletter should



always have a Save-The-Date blurb for the annual WMAO Conference. The Fall newsletter should always have an agenda and registration information for the annual WMAO Conference.

Communications

Another role of the Secretary is to act as the gatekeeper for communication requests to the WMAO membership. WMAO utilizes 2 main communication mediums: email and the WMAO.ORG website. Requests occasionally come from WMAO divisions or board members that are event-related and time-sensitive. Such requests can be forwarded to the WMAO Administrator to email to the WMAO membership and to post to the website. If a request is unusual or questionable in terms of standard WMAO procedures, the Secretary can ask the WMAO President for guidance.

The Secretary should pay attention to upcoming WMAO-related events and communicate these events to the WMAO membership using the newsletter, email, and/or website, as appropriate. Examples of WMAO events include: board meetings, division conferences, WMAO conference, Water Luncheons, WMAO-related golf outings, etc

This policy is adopted in accordance with the Water Management Association of Ohio (WMAO) Code of Regulations by affirmative vote of the WMAO Board of Directors.

WMAO President

Date: _____