

1998 SECRETARY'S TEAM CHARTER(2/98)



OBJECTIVES AND ACTIVITIES

1. Record and maintain-notes of State Society business meetings.
2. Record and maintain notes of State Society Executive Team meetings.
3. Publish business and/or Executive Team meeting notes in the Michigan Forester and/or the MISAF Web page.
4. Mail minutes of State Society meetings to the Executive Vice President.
5. Participate as an officer on the State Society's Executive Core Team and Executive Team.
6. Mail ballots, count votes and record results for annual elections and referendums.
7. Audit state society finances annually, including the MISAF budget and the Michigan Forester.
8. Organize and store archives of the State Society.
9. Record and maintain history of the State Society.
10. Conduct correspondence for the State Society. Manage/order stationary, i.e. envelopes and letterhead paper.
11. Announce meetings for the State Society.
12. Provide an Annual Report at the Annual Meeting to the State Society membership.

ORGANIZATION

1. Chair (Secretary) elected by membership or appointed by State Chair.
2. Teller as appointed by State Chair.
3. Auditor as appointed by State Chair.
4. Historian, as appointed by State Chair.
5. Archivist as appointed by State Chair.
6. Team members appointed by Secretary.

Note: Length of terms for team members has traditionally been for a 3 year period.

1998 STATE EMPHASIS

1. Establish an Historian position before the SAF centennial.
2. Revise MISAF bylaws.
3. Audit Michigan Forester.

Michigan SAF Charters, 1998		
Member/Leader/Orientation	Treasurer & Finance Committee	Policy-Communications Coordinator
Recruiting/Reinstatement	Forester's Fund	Policy Team
Diversity Team	Secretary Team	Communications Team
Student & Mentoring Team	Financial Auditing Team	MFRA Roundtable Liaison
Membership Category Team	Teller Committee	MUCC Representative
Membership Coordinator/Team	Editorial Board	Awards Team