

Secretary

List of Responsibilities:

Prepares and distributes minutes of the Monthly Meetings to the PEC web site and to delegates and chairs of each member society. (Includes **Treasurer's** report as supplied by **Treasurer**).

Sends notices of all special meetings and agenda items to each society delegate and chair. Provides **Secretary's** Report at monthly meetings.

Maintains the Historical Record for the PEC

Assists the Parliamentarian in maintaining the current copy of the Constitution and Bylaws on the PEC web site Distributes nomination applications for the Engineer of the Year and the Doug Ensor Awards, if requested by the respective chairpersons.

Completes all written correspondence as directed by the Council.

Distributes nominations for incoming PEC Officers to delegates prior to elections.

Directory

The PEC **Secretary** and **Treasurer** work together to create a membership list that is published on a protected page on the PEC web site. This is a listing of the Chairperson, PEC Delegate, PEC alternate Delegate, and PEC Honorary Presidents for each member of the Council. The directory should be available to anyone listed in the directory, but it is not distributed widely without consent of the Council. The current position, mailing address, business address (i.e. John Doe, ASME Delegate, NNS Dept. E40, Bldg. 600/1) business phone number, home phone number, business email and work email addresses are normally contained in the directory.

Secretary's Typical Schedule:

May	Installation as Secretary for the following year, considered to start July 1. Receive email and other rosters from past Secretary
July	Reviews current Society Events & Meeting Calendar, PEC Web Site and PEC directory.
August	Develops first draft of PEC Directory with data from the Treasurer
Sept -May	Distributes President's agenda for monthly meetings Records and distributes minutes of the Monthly PEC Meetings Distributes by email various member society announcements of meetings, etc.
Nov -May	Forwards the Treasurer's budget report for the monthly meetings along with the minutes