



OPTICAL SOCIETY

ROCHESTER SECTION

Optical Society of America, Rochester Section, Inc. SECRETARY DUTIES

Last revision: September 21, 2011

A. Annual Program

1. Receive speakers' names and presentation titles from the Program Chair by early September.
2. Receive locations from the House Chair by early September.
3. Prepare notice of the Annual Program by early September.
4. Distribute the Annual Program to the membership via email and/or regular mail.

B. Presentation Notices

1. Receive speaker's name, presentation title, abstract, and biography from the Program Chair at least two weeks before the presentation.
2. Receive location and dinner instructions from the House Chair at least two weeks before the presentation.
3. Produce presentation notices from available information, including instructions for dinner and parking at presentation.
4. Deliver via email the notice to the membership one week prior to the presentation.
5. Send the notice to the IT Chair to be published on the website and on social media.

C. Council Meetings

1. Reserve the room for the Council Meetings.
2. Take attendance at Council Meetings.
3. Take and write up Council minutes.
4. Distribute the minutes via email to the Council members prior to the following meeting. The minutes are reviewed and approved at the following Council Meeting.

D. Monthly Newsletter

1. Obtain newsletter draft from the President.
2. Send newsletter to the membership in an email.

E. Membership Roster

1. Obtain updated list of membership from the Treasurer.
2. Prepare membership roster, grouping members by company and recognizing the Corporate Sponsors.
3. Deliver the roster to the membership via email.

F. Annual Dinner Meeting and Other Year-End Duties

1. Work closely with Program and House chairs for registration and announcement.
2. Print name tags for the attendees to Annual Dinner Meeting.
3. Generate annual report for section records, including names of new Council members and attendance at the presentations during the year as maintained by the House Chair.
4. Transfer files to and train the incoming Secretary at the end of the term.