AWMI Secretary Dates and Deadlines

1. Rosters / Bios
   • All board rosters and bios should be typed in the prescribed AWMI format.
   • **Annual** rosters are due each year **no later than November 30th**. Any revisions to the roster should be made as needed and marked with an “R” in the appropriate area to clarify the revision.
   • Make sure the revision date appears in the footer.
   • Be sure to include the elected/appointed date next to each board member. *this is the year the BM was first elected to the chapter board, NOT the year he/she moved into a particular board position. If a BM is appointed, denote “A” next to the year until she/he is included on the next chapter election. Then revise to an E after the election is completed.
   • Board Rosters should be sent to HQ (hbrust@talley.com; abender@talley.com), International Secretary (andrea.schmidt@arconic.com), your Regional Director and your Regional Secretary.
   • Please proofread and spell-check your rosters.

2. Minutes
   • Board meeting minutes and General Meeting minutes are due within **7 working days** of the meeting. The Board Meeting and General Meeting minutes should be recorded as separate documents.
   • Annual Strategic Planning Meetings are considered Board Meetings and should also be recorded and distributed.
   • Minutes should be distributed to your chapter board members, HQ (hbrust@talley.com; abender@talley.com), your Regional Director, your Regional Secretary, the International Secretary (Andrea.Schmidt@arconic.com), the International President (Carol.Chizmar@sapagroup.com), the International Mentoring Chair (Victoria.zanutto-kautz@ryerson.com) and the International Past President (donna.peters@arcelormittal.com).
   • Please proofread and spell-check your minutes and include board members’ last names.
   • Retention of Minutes – The official chapter book of minutes should be kept for a minimum of 7 years.
   • The following information, as a minimum, must be included as stated in the P&G:
     All Meetings:
     • Chapter Name
     • Meeting date and place
     • Sequential meeting number, i.e., #1, BMM #1, GMM #1, MM #1, 2, 3
     • Time meeting called to order and by whom
     • Board members present (absences listed as excused or not excused)
     • Date, time, and location of next meeting
     • Time adjourned and by whom
     • Name and title of person who recorded the minutes
     Board Meetings shall include “All Meetings” criteria plus:
     • Previous meeting minutes read and approved as written or corrected *this is often done via email prior to board meetings, which is fine. But then please note as such in the minutes so that we know official approval has been completed.
     • Names of board members that motioned/seconded minute’s approval.
     • Old business
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- Treasurer’s Report including current bank balances (all accounts) and bills submitted for approval of payment
- Membership report including current member count (number of new members and renewals) and submission of new members for membership vote. Record the individual's name, company, job title and type of membership desired in the minutes.
  a. The Board votes on each candidate. *this can also be done via email
  b. The results of the email or board meeting vote are recorded in the minutes. This is the official record of acceptance.
- Other Committee Reports
- New Business

General Membership and Industry Dinner Meetings shall include “All Meetings” criteria plus:
- Speaker’s name, job title, company and presentation topic
- Number of members and guests present
- Any Association business discussed (at General Membership meetings only, since no Association business should be conducted at an Industry Dinner.)

Attachments to Minutes
The Official Chapter Book of Minutes can include the following attachments:
 a. For Board Meetings – agenda
 b. For General Membership meetings or Industry Dinners – the invitation and guest list

Chapter Task/Action List
- Include a reminder of open tasks requiring follow up by board in the minutes or attach as separate document and include the following:
  a. Description of task
  b. Date task was assigned
  c. Name of board member(s) responsible for completing task
  d. Due date
  e. Status (Open/In Process/Completed)

3. Printed Matter (Stationery) Orders
- Chapters should be budgeting for these each year and sharing with their chapter Treasurer
- The Printed Matter order form is sent from HQ to the Chapter Presidents each summer.
- In most cases, the chapter secretaries will compile and submit orders to the IS.
- The form must be completed at returned to HQ in November.
- Orders placed beyond the deadline are subject to a $100 penalty. Chapters are cautioned to order enough to last them the following year, and to do so by the deadline.
- Orders are compiled and placed with the vendor by the International Secretary.
- Stationery is sent directly to the Chapters from the printer.

4. Chapter Scholarship Programs
- Chapters should thoroughly document any existing scholarship program it has in place to serve its members.
- A copy of the scholarship program and the Chapter Scholarship Update Form should be sent to HQ and the International Secretary for review when it is created. These should also be sent to both each time it is updated so that we have the most current version on file.
  *The International Secretary should then forward any new programs or program updates to the International Past President
- An example of a scholarship program can be found on the AWMI website under Secretary Forms/Scholarships.
5. **Chapter Calendars**
   - Please share any calendars with the International Secretary as this will help to have an awareness of meeting dates that may not yet be posted on the website calendar.

6. **Board Meeting Agendas/Guidelines**
   An agenda is a necessity at every Board meeting. It not only keeps the meeting on track, but it gives each member a reference sheet for notes as well as gives the Secretary a format, making her minute-taking easier. The Agenda should be sent to each BM several days prior to the meeting for their input/review/preparation.
   - **Approval of Prior Meeting Minutes** – these are distributed to the chapter board following each meeting per the timeframe listed in #2 above and everyone should read prior to the next meeting so they can be approved by entire board. This needs a motion and second to approve by two board members. *If corrections are discussed/approved, please then forward the corrected minutes according to the distribution list included on page 1 of this document.
   - **Old Business** is that which is still pending, but not included in committee reports.
   - **Treasurer’s Report** - can be listed on the agenda. Treasurer is expected to report all bank balances, submit bills for approval of payment, and provide a current AR report.
   - **Membership Report** - can be listed on the agenda. The Membership Chair is expected to report current membership count, as well as present candidates for membership to AWMI. She is to report the individual’s name, company, job title and type of membership desired. The Board votes on each candidate. Membership of each person must be approved, and reported in the minutes. This is the official record of acceptance. *this can also be done via email correspondence.
   - **Programs** - Can be listed on the agenda. The Program Chair should review the status of upcoming events and finalize decisions at Board meetings. Remember – any meeting event contracts should be reviewed and signed by either the President or Vice President of the Board as a general rule, but can also be signed by the Treasurer or Secretary if needed.
   - **Other Committee Reports** – Can be listed individually on the agenda as appropriate. Each Committee Chair should report on current activities.
   - **International Board Delegate** - can be listed on the agenda as appropriate.
   - **New Business** – Is any new issue(s) that require attention.

7. **Code of Conduct Form**
   It is the responsibility of the Chapter and Regional secretaries to retain these forms, signed by each of their respective board members annually. **These forms are due by March 1st.** *See Attached Form

8. **Retention**
   - Rosters: Current Secretary’s Term
   - Minutes: Minimum of 7 years
   - Printed Matter Forms (Stationary): Term
   - Chapter Calendars: Term
   - Code of Conduct Form: One Year
   *The rosters, printed matter forms and calendars should be forwarded to the incoming Secretary at the end of your term as it’s good to have these on file as reference.