

SCL SECRETARY – DUTIES

The SCL Secretary's duties are set out in the SCL Constitution:

<http://scl-online.net/membership/index.htm/>

They are as follows:

1. MEMBERSHIP CARE

This is now handled through Wild Apricot.

2. CORRESPONDENCE

Maintain general correspondence with members. The SCL letterhead must be used for all official print correspondence, including SCL Welcome Letters, SCL Conference Letters, and SCL Congratulation Letters to Reinecke Winners.

3. BIENNIAL CONFERENCES

Make arrangements for biennial conferences:

- a. work with the Conference Liaison – an EC member without portfolio;
- b. send out calls for papers (April to October of the year preceding with a deadline for abstracts –December 31);
- c. vet the abstracts (work with a committee on this if desired) in February;
- d. mail letters to members by February 28 to indicate whether the abstracts have been accepted or rejected (if there is an organising committee for the conference – depending on whether they are in a UWI territory or not – they may help with this);
- e. liaise with the conference organising committee with regard to the location of the conference, the venues for the sessions, accommodation for participants, meals, travel, entertainment, etc.
- f. prepare the conference programme (again, this can be done in consultation with the organising committee – a good organising committee can be a great help in such matters). Conference programmes must be sent to members by early June, and notifications of changes can be done by e-mail or the website.
- g. prepare agendas for the business meetings of the executive committee and for the general conference meeting; consult with the President on the items to be tabled, etc.;
- h. prepare the minutes for both the executive and biennial general (business) meetings;
- i. prepare a Secretary's report for presentation to members at the Biennial General Meeting;
- j. ensure that there is a supply of membership forms available at registration;
- k. prepare a conference report or ensure that the organising committee prepares one to be presented at the general meeting. This should give information about the organising arrangements, difficulties encountered, finances, etc.

4. PUBLICATION SCHEDULE

Work with the President and Publications Officer to prepare a schedule for the publication of Occasional Papers (OPs) and papers in the popular series (PPs). It is desirable to send out at least TWO mailings a year each consisting of an OP and a PP plus an UPDATE – i.e., news about the Society. Additional UPDATES can be sent once or twice during the course of the year

- a. check the list of members on the editorial board for the OP and discuss it with the President and the Publications Officer;
- b. the PP should be sent out for peer review anyway even though it is not our main refereed publication – usually one or two members on the editorial board will read and send reviews;
- c. The following information MUST BE included in the UPDATE: reports of conferences, the names of the new SCL Executive members; information about the persons to whom dues must be paid.

5. WEBSITE

Ensure that the website and Facebook page (group and page) are up to date.

Updated 25 March 2014 based on the 2012 Changes to the Constitution