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Last Review Date:	Approved By: Marilyn Peterson, President

TACME Board Member Duties - Secretary

General Duties:

1. The Secretary shall exercise general supervision over all aspects of the following:
 - a. Membership
 - b. Board meeting minutes
 - c. TACME Communications
2. The Secretary shall maintain a current listing of all dues-paying members.
3. The Secretary shall ensure that corporate reports are in a form determined by the Board.
4. The legal address for TACME is the Secretary's home address.
5. The Secretary shall attend a minimum of 50% of TACME Board meetings during each election cycle, to include at least one face-to-face meeting.

Procedure for Entering and Updating Membership Records

1. Membership forms and checks are received via mail and/or via email if new/renewal membership is submitted online.
2. Secretary enters the TACME website (<http://www.tacme.org/tacmeasp/login.asp>) for entering and updating records, using a designated user name and password.
3. Review **new** online membership forms ([TACME New/Renewing Membership Display Page](#)). By clicking the word "Edit" next to the new member's name. You will be taken to the "New and Renewed Membership Review and Update" page where you can review the entry and make changes if needed. Enter the amount paid for the individual. Do not enter the "Dues Paid Date." Once you have checked the new membership records for accuracy, you can transfer new memberships to the main TACME membership database by pressing the "Transfer New Member to TACME Database" button at the bottom of the page.
4. Review **renewing** online membership forms at the same location ([TACME New/Renewing Membership Display Page](#)). For renewing members, check to see if there is an asterisk (*) at the beginning of any field. Fields labeled this way have updated information. If a field has an asterisk, click on the "Find Renewing Member in the TACME Database" button at the bottom of the page. When you click on that button, the TACME Membership Database display page will pop up in a separate browser window. You can then view both the renewed record and old record and make the necessary changes in the old record. DO NOT USE THE "Transfer New Member to TACME Database" BUTTON FOR RENEWING MEMBERS. DOING THIS WILL CREATE DUPLICATE RECORDS. Once you have changed the old record, you can close the "New and Renewed Membership Review and Update" page.

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5. Enter a new record yourself; however if you do this, you will need to enter the new record from the <http://www.tacme.org/join.htm> page like everyone else. You may need to enter a new record if you receive a Membership Application from a new member via mail.
6. Before you enter a new record, **always** check to see if the member's name is already in the membership database. You can do this by checking the [TACME Membership Database display Page](#) . The members are listed in alphabetical order by last name. If the member is already listed, (1) click on the word "Edit" next to the member's name, (2) check to see if the data in all the member's fields are current and accurate, then (3) click on the "Submit" button at the bottom of the page. Be sure to enter your login name in the "Entered By" field, or the data won't be accepted by the database. You can check to see if your changes have been made by clicking the back arrow to the [TACME Membership Database display page](#) verifying the information.
7. Forward the new or updated member's email address to the TACME President Elect/Past President to confirm/add to the TACME listserv.
8. Mail the registration form(s) and check(s) to the TACME Board Treasurer.
9. Maintain a spreadsheet (Last Name, First Name, Affiliation, Type of Payment – PayPal/Check#, Amount, Date Entered into database), of all transactions.
10. Prior to the annual TACME membership meeting, submit an internal report to the TACME President for comparison of receipts between the Secretary and the Treasurer.