

# California Academy of Nutrition and Dietetics

## Coastal Tri Counties District

### Secretary/Annual Timeline

**The “New Year” begins June 1<sup>st</sup> of each year, May 31<sup>st</sup> is the year end**

#### **Summary:**

The secretary for the Coastal Tri Counties Dietetic Association is an elected position lasting 2 years. The secretary is responsible for ensuring that accurate minutes of meetings are taken and approved. Typical items included in the meeting minutes:

- date, time, location of meeting
- list of those present and absent
- list of items discussed
- action items to be highlighted for organization

**Throughout the year respond to all e-mails, complete your assigned tasks in a timely manner, attend all in-person and telephone meetings, as well as, the CTC events.**

#### **June:**

- Participate in choosing (3 dates that work for you for a summer board meeting)-usually Saturday as it takes a full day (9am-2pm).

#### **June/July**

- Assist creating a board meeting agenda by providing ideas or topics to discuss/address.
- Attend and participate in the summer board meeting which ideally held ½ ways between SB and SLO. Submit form to get reimbursed mileage for this meeting.
- Take meeting minutes, submit to president with highlighted action items within a week of the meeting. (See sample meeting minutes)
- Review Board meeting minutes and complete your assigned tasks/action items assigned. Usually the Fall Networking event, Winter Workshop and Spring Fling are discussed (topic, speaker, IT needs, handouts, sign-in sheet, games/ice-breakers, location, date, etc.).
- 

#### **September/October**

- Attend the Fall networking event in your assigned County.

#### **November/December**

- Participate in the winter board phone meeting, take minutes, submit to president with highlighted action items within a week of the meeting. (See sample meeting minutes)

# California Academy of Nutrition and Dietetics

## Coastal Tri Counties District

### Secretary/Annual Timeline

#### **January/February**

- Attend the Winter workshop.

#### **March**

- Participate in the National Nutrition Month.

#### **April/May**

- Attend the Spring fling event.
  - After the event, participate in the “district meeting” which both board members and general CTC members are invited to attend.
  - Take meeting minutes as needed, submit to president with highlighted action items within a week of the meeting. (See sample meeting minutes)
  - Current board members meet with new board members to provide information on their position, hand off “timelines and materials” and answer any questions they have.