

**AMT STATE SOCIETY SECRETARY  
CALENDAR OF DUTIES**

<b>January</b>	<input type="checkbox"/> Review state bylaws <input type="checkbox"/> Review Robert's Rules <input type="checkbox"/> Review SOP <input type="checkbox"/> Schedule Business & Scientific meetings <input type="checkbox"/> Prepare motions in writing
<b>February</b>	<input type="checkbox"/> Schedule board meeting (Jan - June) Rebate for meeting = 10%
<b>March</b>	<input type="checkbox"/> Meeting records to EC & DC no later than 30 days of meeting Rebate for meeting = 35% <input type="checkbox"/> Minutes sent to President within 14 days after meetings
<b>April</b>	<input type="checkbox"/> Delegate roster must be sent to National
<b>May</b>	<input type="checkbox"/> 5/15 Publication deadline for upload to AMT website Rebate for first publication = 22.5%
<b>June</b>	
<b>July</b>	<input type="checkbox"/> Board meeting July - Dec. (Rebate - 10%) <input type="checkbox"/> Meeting records to EC & DC
<b>August</b>	
<b>September</b>	
<b>October</b>	<input type="checkbox"/> Are ALL Honor Roll Criteria met?
<b>November</b>	<input type="checkbox"/> Audit Report is due by end of year <input type="checkbox"/> Awards Nominations are due 12/1 <input type="checkbox"/> Officer list to National <input type="checkbox"/> 11/15 Publication deadline for upload to AMT website Rebate for second publication = 22.5%
<b>December</b>	<input type="checkbox"/> 12/15 - President's Quarterly Report due 1/1 <input type="checkbox"/> President's checklist due 1/1

**NOTES:**

The Secretary is to maintain complete permanent records of all the state society activities in an efficient and orderly manner. Guidelines for retention of records may be found in the State Officer's Manual in the "Reporting Minimum Requirements" section.