

SECRETARY'S REPORT

September 5, 2022

2022 Business Meeting Reports

- All reports must be written and submitted no later than **September 17, 2022** in order to prepare the PowerPoint and post reports online
- Report Template
 - Word Document, except attachments
 - 12 Font (New Romans)
 - Line Spacing 1.5
- Recommendations included at the end of the report and labeled recommendations.
- Note the following requirements in ASALH Constitution and Bylaws

ASALH Constitution

- Article III Section 2- The Council shall submit a written report of its activities at each annual meeting of the Association.

ASALH Bylaws

- Section 2. d.- The Secretary shall keep records of the proceedings of Annual Meetings and meetings of the Executive Council; and prepare and submit a report of such proceedings at the Annual Meeting of the Association.
- Section 6.A.a - The Auditing Committee, in conjunction with the President and the Treasurer, shall call for an annual audit of all Association finances by an independent certified public accountant. Such audit report shall be included within the Auditing/Finance Committee's written report to Annual Meeting.

OFFICER REPORTS

President-Report include overall activities for the period of January 1, 2022 to September 9, 2022

Secretary

Treasurer

Vice President of Programs -Report should include activities associated with programs for the period of January 1, 2022 to September 9, 2022

Vice President of Membership-Report include activities associated with membership including chartering, membership numbers, and etc. for the period of January 1, 2022 to September 9, 2022.

STANDING COMMITTEES

Audit and Finance Committee

Nominating-

Governance-Proposed amendments

Executive Director

Annual Business Meeting

September 26, 2022

Agenda

A. Call to Order

B.