



Secretarial Report October 25, 2004

Role Responsibilities

SSO: USA secretarial responsibilities include record keeping of all organizational documents, as well as note taking for each meeting. In addition to these responsibilities the secretary manages the membership aspects of SSO: USA, including membership renewal, membership cards, and updated member lists.

Membership

SSO: USA reached the 100 membership mark the second week of October, 2004. There are currently 102 members. This includes 15 new members.

2003-2004 Activities

During this year, the secretary has been responsible for the development of a donor/sponsor policy in collaboration with Lisa Fagan. This is currently being used for the 2004 conference.

Membership Plan

As part of the general strategic plan, there are several membership related initiatives. The secretary is responsible for developing this document with Executive Board feedback. This is currently in process. The intent is to get membership feedback during and post conference through open discussions and surveys.

Submitted by Sandee Dunbar