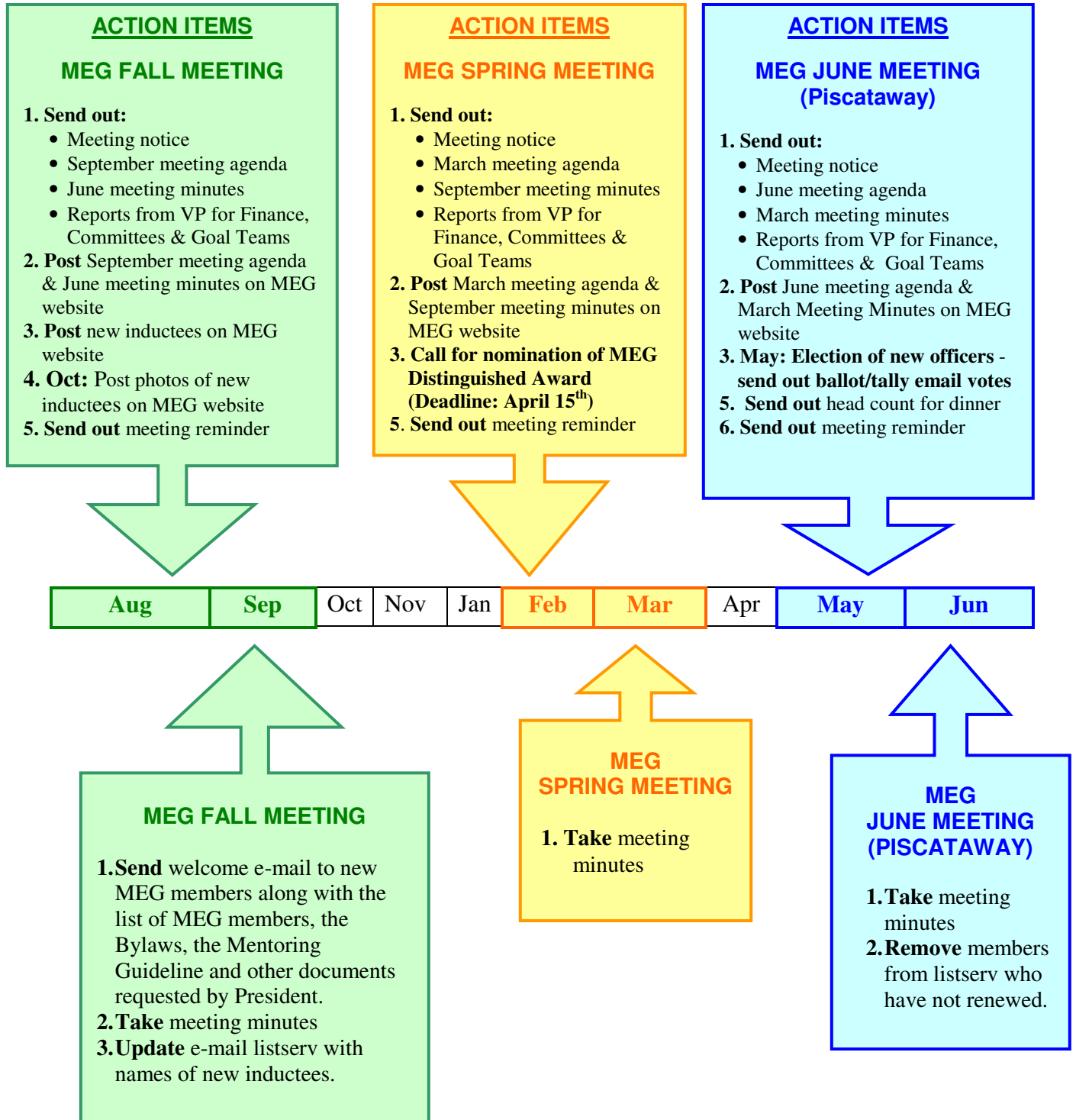




General Timeline for Guild Secretary



CHECK LIST for Guild Secretary

See Appendix A for Duties of Secretary

Fall MEG Meeting (September) (Second week of September: University day)				
	Done	Task	Due By	Notes
ACTION ITEMS		<ul style="list-style-type: none"> • Send welcome e-mail to new MEG members along with the list of MEG members, the Bylaws, the Mentoring Guideline and other documents requested by President. • Request reports from Committee Chairs, VP for Finance & Goal Team Leaders. <p>Refer to Appendices A & B</p>	Aug/ Sep	Two week before meeting
		<ul style="list-style-type: none"> • Send out: <ul style="list-style-type: none"> ➢ Meeting notice ➢ September meeting agenda ➢ June meeting minutes ➢ Reports from VP for Finance, Committees & Goal Teams 	Aug	Two week before meeting
		<ul style="list-style-type: none"> • Send out meeting reminder 	Sep	
		<ul style="list-style-type: none"> • Post September meeting agenda & June meeting minutes on MEG website 	Sep	Two weeks before meeting
		<ul style="list-style-type: none"> • Update e-mail listserv with names of new inductees. • Post new inductees on MEG website. • Request photos of new inductees from Barbara Hurley and post them on MEG website. • Barbara is the Director of the University Marketing Communications. Tel: 973-972-3474 & email hurleybf@umdnj.edu. 	Oct	After September meeting update me-guild@lists.umdnj.edu me-guild-all@lists.umdnj.edu
Meeting		<ul style="list-style-type: none"> • Orientation meeting (10-15 min) before the MEG meeting: Outgoing officers meet with new officers, members at large and new inductees 	Sep	
		<ul style="list-style-type: none"> • Take meeting minutes 		

March MEG Meeting (March)
(Second week of March)

	Done	Task	Due By	Notes
ACTION ITEMS		<ul style="list-style-type: none"> • Request reports from Committee Chairs, VP for Finance & Goal Team Leaders. Refer to Appendices A & B 	Feb/Mar	Two week before meeting
		<ul style="list-style-type: none"> • Send out: <ul style="list-style-type: none"> ➤ Meeting notice ➤ March meeting agenda ➤ September meeting minutes ➤ Reports from VP for Finance, Committees chairs & Goal Team Leaders 	Feb/Mar	Two week before meeting
		<ul style="list-style-type: none"> • Post March meeting agenda & September meeting minutes on MEG website 	Feb/Mar	Two weeks before meeting
		<ul style="list-style-type: none"> • Send out meeting reminder 	Mar	
		<ul style="list-style-type: none"> • February: Solicit nomination for MEG Distinguished Service Award <u>annually</u>. • March: Send out meeting reminder. • After April 15th: Send list of nominees to Awards Committee. Refer to Appendix D. 	Feb	Deadline April 15
Meeting		<ul style="list-style-type: none"> • Take meeting minutes 	Mar	

June MEG Meeting (PISCATAWAY CAMPUS)

	Done	Task	Due by	Notes
ACTION ITEMS		<ul style="list-style-type: none"> • Request reports from Committee Chairs, VP for Finance, Goal Team Leaders. Refer to Appendices A & B. 	May	Two week before meeting
		<ul style="list-style-type: none"> • Send out: <ul style="list-style-type: none"> ➢ Meeting notice ➢ June meeting agenda ➢ March meeting minutes ➢ Reports from VP for Finance, Committees & Goal Teams 	May/Jun	Two week before meeting
		<ul style="list-style-type: none"> • Post June meeting agenda & March meeting minutes on MEG website 	May/Jun	Two weeks before meeting
		<ul style="list-style-type: none"> • March/April: Send out reminder for nomination for MEG Distinguished Service Award. • Send list of nominees to Award Committee after April 15th. Refer to Appendix C. 	April-15	Deadline: April 15
		<ul style="list-style-type: none"> • Remind Nominating Committee: Six weeks before the June meeting – prepare a slate of nominees for President-elect, VP For Finance & members at large. Refer to Appendix D. 	April	Six weeks before the June meeting
		<ul style="list-style-type: none"> • Secretary: Two weeks before June MEG Meeting - Election -Send out election ballot for President-elect, VP for Finance & members-at-large. Accept and tally email votes. Valid election = 50% active member votes. Refer to Appendix D. 	May	Two weeks before June MEG Meeting
		<ul style="list-style-type: none"> • Send out head count for dinner (\$20/member) 	May/Jun	
		<ul style="list-style-type: none"> • Send out meeting reminder 	Jun	
		<ul style="list-style-type: none"> • Remove members from listserv who have not renewed Remove from me-guild@lists.umdj.edu but leave on me-guildall@lists.umdj.edu 		
Meeting		<ul style="list-style-type: none"> • Take meeting minutes 	Jun	
		<ul style="list-style-type: none"> • Dinner 		

APPENDIX A



UNIVERSITY OF MEDICINE AND DENTISTRY OF NEW JERSEY STUART D. COOK, MD MASTER EDUCATORS' GUILD Bylaws

Article III. Officers

Section 11. Duties of Secretary

The duties of Secretary are to:

- a. have charge of all documents pertaining to the Guild;
- b. maintain an official registry of all members of the Guild according to type of membership and classification of activity;
- c. oversee the preparation of, or to prepare, any correspondence relating to official business;
- d. prepare and conduct ballots as required
- e. notify the active membership of all meetings;
- f. issue to each new active member a copy of the Guild Bylaws;
- g. prepare and distribute the minutes of meetings of the Guild and of the Executive Committee; and
- h. serve on a committee charged to recommend members for a continuing five year term in the Guild.

APPENDIX B

NOTES for new MEG Secretary:

1. Minutes:

- Take minutes of membership meetings, send out draft, once approved put in binder and keep electronic copy.
- There are three general membership meetings a year.
 - The annual business meeting has been the second Tues in June, from 4-6 PM in Piscataway.
 - The other two meetings are after the Fall Academic Grand Rounds/University Day and after the Spring Symposium.
- Take minutes of Executive Committee meetings when they are called by the President. These are only circulated among the Executive Committee.

2. Notice of Meetings:

- Send Agenda and notice of meetings to active members at least 30 days prior to the meeting. The President prepares the Agenda.

3. Committee Service:

- Serve on Executive Committee, serve on a committee charged to recommend members for a continuing five-year term in the Guild.

4. Count for Dinner at June business meeting:

- Dinner at the June meeting,
 - Send out e-mail in May to determine the head count for dinner (indicate the cost of the dinner and that they can pay at the meeting). Coordinate this with the President.

5. Logo:

- The MEG Logo is available on the UMDNJ logo website http://www.umdnj.edu/umcweb/logoweb/download_center.htm

6. Welcome to New Members:

- In September, send welcome e-mail to new MEG members and send them the list of MEG members, the Bylaws, the Mentoring Guidelines, and anything else requested by President. Coordinate this with the President. You should also verify their contact information at that time.

7. Update Master List of Members:

- In September add new inductees, and in June delete the members who did not renew. Update both the Word document and the listserv. The email address for **active members** is: me-guild@lists.umdnj.edu and for **all MEG members** is me-guildall@lists.umdnj.edu. The listserv is managed at <http://lists.umdnj.edu>.
-

8. Nominations:

- **The list of nominees for officers and members-at-large should be circulated to active members by the nominations committee chair 6 weeks before the annual business meeting in June.**
- Additional nominations may be accepted by the Secretary up to **4 weeks before the annual business meeting.**

9. Elections:

- **Send out the ballot with the candidates 2 weeks prior to the annual business meeting in June.**
- Accept and tally the e-mail votes and make a report to the President and the membership.
- A valid election requires participation by at least 50% of the active members.

10. Notice of Symposia:

- Send out notice and reminders about symposia as requested by the President.

11. Other Correspondence and Communications:

- Prepare and send out letters or e-mails as requested by the President or the Executive Committee.

12. Binder:

- Maintain binder with minutes and other official Guild business and pass to the next Secretary.

13. MEG Distinguished Service Award:

- Solicit nominations from active Guild membership in February
- **Deadline: April 15th.**

APPENDIX C

Description of the Master Educators' Guild (MEG) Distinguished Service Award

Purpose of the Award:

The MEG Distinguished Service Award recognizes outstanding contributions of time, effort, thought, and action that promote the educational missions of the Guild.

Eligibility:

Individuals who are Master Educators (active or non-active), as well as individuals who are not members of the Guild, but are members of the UMDNJ community, are eligible to receive the award.

Nomination Procedure:

- Only active Guild members may nominate a candidate
- The Guild secretary will solicit nominations from active Guild members annually in February
- Nominators must:
 - Write a description of why the nominee should be recognized by the Guild
 - Provide a brief biographical profile of the nominee
 - Submit all information by April 15th

Selection Procedure:

- The MEG Awards Committee will review the slate of nominees and select one (or at most two) individuals for an award
- The recommendations will be presented to the MEG membership at the June business meeting. If, in the opinion of the Committee, none of the nominees satisfy the high standards for "outstanding" contributions to the Guild, it can opt to make no recommendation.
- Approval of the recommendations will be by a simple majority of members in attendance at the June business meeting

Nature of the Award

- The award will be a plaque (design to be decided) and a check or IDT to an existing UMDNJ account in the amount of \$1,000.

How/where/when to make the award (to be decided by a vote of the membership)

- university-wide event (e.g., Commencement)
- school-specific event (e.g., Convocation)

APPENDIX D

UNIVERSITY OF MEDICINE AND DENTISTRY OF NEW JERSEY STUART D. COOK, MD MASTER EDUCATORS' GUILD Bylaws

Article III. Officers

Section 1. Officers

The officers of the Guild shall be President, Immediate Past President, President-elect, Vice President for Finance, and Secretary.

Section 2. Executive Committee

The Executive Committee of the Guild shall be composed of the Immediate Past President, President, President-elect, Vice President for Finance, Secretary, Chairs of Guild committees and one elected At-Large Member from each UMDNJ School. The Executive Committee may act as an authorized representative of the Guild.

Section 3. Terms of Office

The term of office shall be one year for all officers except that of Secretary who shall serve a term of office of two years. Officers shall continue to perform their duties until successors have been elected and installed.

Section 4. Consecutive Terms

An officer, with the exception of the Secretary, may not serve more than two consecutive terms in the same office.

Section 5. Nomination of Officers

Initial Nominating Committee:

The first Officers of the Guild will be elected from a slate submitted by an initial Nominating Committee composed of three volunteers of the twelve initial members. Election of the first Officers will be by closed ballot at a meeting called to elect its Officers.

Subsequently, at least one candidate for each office will be put forward by the Nominations Committee six weeks before the annual meeting. Additional candidates may be nominated by any members of the Guild by submitting these nominations to the Guild Secretary no later than 4 weeks prior to the annual meeting, so they may be circulated to the members. Voting by mail ballot and/or email will take place two weeks before the annual meeting. A valid election will require participation by at least 50%.

Section 6. Installation of Officers

Following their election, officers will be installed at the annual business meeting.