

Pancreatobiliary Pathology Society (PBPS)

Secretary-Treasurer

Standard Operating Procedure (SOP)

The PBPS Secretary-Treasurer serves for three years and can be extended by the Executive Committee after approval by PBPS Membership at Annual Business Meeting. The Secretary-Treasurer is member of the Executive Committee. Duties are as below.

(1) Executive Committee meetings

- Coordinates dates/times and agenda for zoom meeting, records minutes, and assists in distribution of action items
- Informs Executive Committee of upcoming vacancies on committees

(2) Bylaws and Standard Operating Procedures (SOP)

- Ensures that Bylaws and SOP stay current
 - Coordinates a re-review of SOP by Executive Committee before/during new appointments
- When required, proposes changes to Bylaws to the Executive Committee, and to the membership for final approval

(3) Annual Business Meeting at USCAP

- Coordinates presentations from Committee Chairs and President
- Records and presents minutes at the following Annual Business Meeting for approval by membership

(4) PBPS finances

- Keeps a record of revenue (membership dues, donations and extramural funding) and expenses (PBPS best abstract award, speaker lunch or dinner, website cost, maintenance of non-profit status and other purchases)
- Presents a review of the finances at the PBPS Executive Committee meeting as needed
- Presents the status of finances at the PBPS business meeting at USCAP
- Files taxes in accordance with the rules governing 501(c) organizations
 - May be able to file Form 990-N, if annual gross receipts are \$50,000) or less; must submit before May 15 after the close of the tax year)

(5) Record keeping

- Retains minutes of Executive Committee and Annual Business Meetings
- Coordinates with other Executive Committee members Annual Business Meeting Minutes, Bylaws, and SOPs are on website for membership review