

SC SECRETARY REPORT - 2006

(This marks the first report from the first GPUS secretary who has not been around since the very beginning.)

This report is intended to provide an overview of tasks and the type of work involved. In 2005, I received information and directions from outgoing secretary Greg Gerritt, and have continued to put together more pieces as they surfaced or have been adopted during the past year. I am compiling a "manual" for future reference, although duties may likely evolve as time goes on. While getting a glimpse into a part of the GPUS that is often taken for granted (because it works so well), I have developed a great appreciation for the talents and abilities and work of our staff that goes into the day to day operations of keeping the Green Party running!

The Secretary does not oversee a portfolio. The basic duties include:

setting up conference calls;

taking minutes of conference calls;

managing the voting queue;

official communications: for instance, permission for the use of a GP webpage shot or portion of platform for publication (two copies of a textbook were sent to the national office);

Q&A correspondence: opinions, questions on Green Party policies; have also received papers or requests for information for class papers and projects;

review archives and make needed updates (proposals that have been adopted that need to be added to bylaws/operating rules; policies);

communication with NC - contrary to rumors, I do not actually make it all up; if I did, there would be some kind of non-refundable deposit involved in there somewhere.

The work also involves interaction with a number of staff and volunteers whose work has been invaluable to making the GPUS' day-to-day operation run smoothly:

The voting page team, webmaster and listserv administrator - THANKS to Charlie Green, Rachel Treichler, Steve Hamm, and Kevin Crisp. THANKS are also due to "code weavers and individuals who provided technical advice and support, notably Cameron Spitzer, Hugh Esco and Susan Dridi;

Web content team, consisting of members of the Steering Committee and representatives from Media and Platform Committees and staff); and our wiki advisor, Deirdre Helfferich;

Forum Managers (THANKS to James DeBoer, Jim Coplen, Deanna Taylor and Echo

Steiner, alt).

The position is also a repository or kind of a catch-all for things that have nowhere else to go, to be sent to the relevant person, committee, etc.

Finally, MANY THANKS to operations director Emily Citkowski, who does a tremendous and excellent job,- without whom this organization would not operate!

Holly Hart
Secretary, GPUS
7/28/06