

SECRETARY OF FAMILY LAW SECTION

Responsibilities

The Secretary's primary responsibility is to take the minutes at Section meetings. If the minutes include sensitive material on a legislation topic, the Secretary should consider asking the Legislative Committee Chair to review that portion of the minutes.

A draft version of the minutes should be sent to the Chair for review. The minutes should then be forwarded to the MSBA for posting on the Section's website. The draft version of the minutes should include a disclaimer noting the fact that they have not been formally approved by the Section.

After the minutes are formally approved at the next Section meeting, any necessary changes should be made, the disclaimer should be removed, and the final version should then be forwarded to the MSBA to replace the draft version posted on the Section's website. The MSBA contact person for posting the minutes is Kim Basting (KBasting@statebar.gen.mn.us).