

Secretary

Job Duties: (associated procedures listed below).

1. Attend all meeting of the Area Assembly and the board of directors (officer's meetings)
2. Maintain in custody the seal of the corporation (this is a file; no procedures required)
3. Prepare minutes from Area Assembly business meeting
4. Advise taper of which CDs you will need in order to prepare minutes (usually Area Committee Meeting, Assembly business meeting, and Agenda meeting)
5. Prepare minutes from officer meetings
6. Prepare minutes from Area Committee meeting
7. Co-sign checks (with Treasurer or Chairperson)
8. Mail out minutes from prior assembly, agenda & schedule for upcoming assembly.
9. Report to Area Assembly at business meeting on secretarial activities
10. Obtain bulk mail permit or provide change of information on existing permit.
11. Sign letter of incorporation (from Secretary of State's Office) and forward to Treasurer to submit fee.
12. Prepare ballots for elections
13. Maintain files relating to secretarial responsibilities
14. Update job description/procedures as needed
15. Submit proposed budget to B&F chair by October 15 of each year.

PROCEDURES

Attend all meetings of the Area Assembly and the Board of Directors (officer's meetings):

- You will be reimbursed for your traveling expenses (mileage) and hotel room. You are not reimbursed individually for each item. Submit either the hotel bill or a written request for reimbursement to the treasurer no later than Sunday morning.
- Officers meet on some of Friday nights of the Assembly. Record the meeting and prepare the minutes. Copies of these minutes are given to the officers at the next officer meeting.
- Make sure to register.
- Attend the Area Committee Meeting
- Make an appearance at the GSR orientation so that you may be introduced

- Attend as many committee meetings as possible
- Let the taper know that you will need a CD of the Sunday morning business meeting and the agenda meeting. Make sure to get these before you leave the Assembly.
- Attend the agenda meeting after the business meeting and take all written motions home with you, since motions are transcribed exactly how they are submitted. This will also identify who made the motion.

Prepare Minutes from Area Assembly Business Meeting:

- You will be transcribing minutes from the CDs you received at the Assembly. This is typically how you will get the Delegate's report, the chairperson report and anyone else who does not prepare a written report for you. You do not have to type word for word, but you should not change so much as to change the meaning of what was said.
- Most officers and committee chairs will give you a hand-written or typed report. The committee chair reports will be detailed regarding their individual committee meeting. These are sometimes very lengthy and would be cumbersome in the minutes. Select highlights from the report and use those.
- With the minutes you will always insert the most updated listing of officer and committee chair contact information. Also, make sure to write the dates of upcoming Assemblies.⁴ Make sure to spell check the document.
- Have the minutes posted to the website by sending them to the Webmaster

Agenda for Upcoming Business Meeting

- The Agenda and schedule for the next Assembly is prepared by the Area Chair and is emailed/mailed with the minutes. If necessary, remind the Chair of the date the minutes will be sent.

Prepare Minutes from Officer Meetings:

If an officer meeting is held, transcribe the proceedings in a professional minute format, although less formal than the minutes you prepare for Assembly. Make copies for all the officers. Keep a copy on file.

Prepare minutes from Area Committee Meeting:

Make sure that you request this CD from the taper when you complete the list of CDs requested. Type the minutes and make enough copies to give out at the next Area Committee meeting at the next Area Assembly (approximately 70). Hand these out at the next meeting and the chairperson will ask for approval of the minutes. It might be beneficial to send these to the Area Committee via email prior to Assembly or see about getting them posted to the backroom.

Co-sign Checks with Treasurer or Chairperson:

The Treasurer will write checks for reimbursement for officer expenses, committee chair expenses, and other expenses of the Area Assembly. You are one of the signatures on the account and traditionally the Treasurer requests the Secretary signature on checks more than any other. Be available to meet with the Treasurer for this purpose at Area Assembly.

Email/Mail out minutes from prior assembly, agenda & schedule for upcoming assembly.

Sign letter of incorporation (from Secretary of State's Office) and forward to Treasurer to Submit the fee.

- This form is mailed usually in August of each year to the address shown on the previous form. It should be sent to you for processing. Obtain a check for the correct amount from the treasurer and sign the form, making any changes needed. Make a copy for your files and mail the signed form to the Secretary of State.

Prepare ballots for elections

A. During an election year it is the secretary's duty to prepare the ballots. You will need five different colored papers. Most commonly used are yellow, blue, green, pink, beige. You will also need envelopes (regular mailing envelopes) – enough for however many people you anticipate will be voting (200 is more than enough). The other thing you will need is copies of the Third Legacy procedure.

1. Make a stack of colored papered with one of each color in the stack. Every stack you make needs to have the colors in the same order.
2. Cut the stack into sections (going lengthwise you should get 3 strips and then each strip can be cut into 5 "packets" thereby getting 15 "packets" from each stack)
3. Staple each packet with one staple at the top
4. You will make enough of these to have a packet for each office being elected for each envelope. (There are usually 5 offices being elected so you would normally have 5 packets in each envelope. However, there are times when we are nominating Trustees for election and at those times you would add however many packets needed for the number of trustees we are nominating) (for normal elections of 5 officers with 200 envelopes you would make 1000 packets)
5. Put the correct number of packets in each envelope.
6. Number each envelope

At Assembly the envelopes are given to the Registrar who will check to ensure that the person receiving the envelope is eligible to vote and should note the number of the envelope packet given to each person by their name. This is usually a separate election sign in sheet. The Secretary might also be responsible to ensure that there is an easel with a flip chart and marker available for the election. Get with the outgoing Delegate to see what they need you to do/get

Maintain files relating to secretarial responsibilities

- You should maintain a file of all documents in accordance with good business practices. You can keep files electronically, but you should also have hard copy files to pass on to the next secretary.

Some items you would keep are:

- CDs from each Assembly
- Working papers for agendas/minutes (i.e. notes taken at the Assembly)
- Typed minutes, agendas, schedules from all meetings (business meeting, area committee meeting, officer's meeting, etc.)
- Articles of Incorporation
- By-laws
- Correspondence from GSO
- Copies of bulk mail receipts and documents

Maintain file on expenditures

- As Secretary you are given a specific annual budget to use for the purpose of anything related to the job you are performing. Your normal expenses will be room and mileage for Area Assembly, mailing, printing, envelopes, office supplies. You should monitor your budget and keep a copy of all receipts. This is not a requirement as your receipts are all given to the treasurer for reimbursement, but this is a good business practice.

Update job description/procedures as needed

- This is a living document and should be updated as changes are made.