



Florida Utilities Coordinating Committee (FUCC) Nomination for Secretary Position

Secretary Commitment

The secretary position is the start of a 4-year commitment as an officer of the FUCC. Therefore, the nominee must be vetted by the FUCC Awards Committee Chair. Approval from the nominee's immediate supervisor is required to ensure they understand the time commitment involved. The Committee meets three (3) times per year, and the officers meet regularly to plan upcoming meetings and conduct the business of the organization. The progression of the 4-year commitment is as follows:

- Year 1 – Secretary
- Year 2 – Vice Chairperson
- Year 3 – Chairperson
- Year 4 – Past Chairperson

The bylaws state that no two active officers may represent the same member organization type. The secretary nomination is brought to the Steering Committee for approval. The position is then presented on the ballot at the annual business meeting.

The proceeding section per the Bylaws of the FUCC outlines the role and responsibilities of the Secretary.

Secretary Responsibilities

The Secretary shall have the following responsibilities:

- a. Prepare minutes for all meetings and send copies to all Members and Associate Members,
- b. Prepare correspondence as directed by the Chairperson,
- c. In the absence of the Chairperson and the Vice-Chairperson or their inability to serve, shall act in their stead,
- d. Oversee or conduct the oversight of the Committee Meeting notices, program booklets, newsletter, webpage, and other correspondence required by the Committee,
- e. Prepare minutes of the Steering Subcommittee meeting and distribute with the minutes of the Business Meeting,
- f. At the end of the term in office, the Secretary will turn all records over to the Historian.

Use these links to view the bylaws and bylaw appendix, [FUCC BY-LAWS v2012](#), [FUCC Officer Responsibilities](#)

Please complete the nomination form on the next page.

Email the completed form to Past Chair Tara Miller. tara.miller@duke-energy.com



FUCC Secretary Nomination Form

I _____ nominate the following individual to the FUCC Secretary position. You may self-nominate.

Nominee: _____

Nominee's Company: _____

By signing the nomination form, I recognize that by accepting this position, I am making a 4-year commitment as an officer of the FUCC.

Nominee Signature: _____

By signing below, I understand that the Secretary position represents a 4-year commitment to the FUCC.

Supervisor Name

Supervisor Signature: _____

Email the completed form to Past Chair Tara Miller, tara.miller@duke-energy.com