

Secretary

Congratulations on being elected to the position of Secretary, and thank you for accepting this very important responsibility for the club.

Attached are copies excerpts from the Club By-laws, which gives a brief overview of the duties of the office. This document is intended to help you with any questions you may have.

As you read through this, please remember that these are only guidelines, and a report of what your predecessors have experienced. If you find something that you would rather modify, delegate or eliminate, please bring it up to the club E-Board. At the end of your term, you will have the opportunity to modify these guidelines to reflect your experience.

As Secretary, your primary duties are;

- Keep minutes at each monthly meeting.
- Note the number of members present at the monthly meetings.
- Keep minutes at any E-Board meetings.
- Provide monthly meeting minutes to Newsletter Editor for publication in the next edition of the Newsletter.
- Provide monthly meeting minutes to the website administrator for publication on the member website.
- Read monthly minutes at the next meeting, if necessary.
- Make any requested corrections.
- Maintain a record of the monthly club meeting minutes and E-Board meeting minutes in digital form.
- Be responsible for one P.O. Box key, picking up mail, sorting and reading correspondence directed to the club (you may delegate this).
- Write any club correspondence requested by the club.
- Be a backup signer on the club bank account.
- Arrange for proper storage of the club property.
- Organize the electronic voting for the E-Board positions or other votes as may be required per the bylaws.

The club PO Box is # 6442, located at the 4th Street Post Office in Bend. You and the Treasurer will both have a key. Usually these two officers will discuss it and decide who will pick up the mail regularly. Good communication between the two of you will be important when there are new members, member dues, bills to be paid, and event registrations in an event year.

If it is not convenient for you to store the club property, arrange for another storage option with the E-Board concurrence. There are club banners and signs, items used during our bi-annual events, and other miscellaneous items. Please do not discard items without discussion with other officers.

If you have any questions, ask the prior Secretary or a member of the E-Board. Please remember at the end of your term to provide any updates to this information to the incoming Secretary.

Excerpts from the Club By-Laws:

VI.3 The Secretary shall read the minutes of the prior business meeting to the club for approval. As an alternative, minutes can be published in the monthly newsletter, delivered by email, and/or on the club website.

XII.3. Secretary: It shall be the duty of the Secretary to keep a correct account of all proceedings of the club. He/She shall take minutes at each business meeting, reading same for club approval at the next business meeting. As an alternative, minutes can be published in the monthly newsletter, sent by email and/or on the club website. He/She shall maintain a listing and inventory of the club property. He/She will note the headcount at each business meeting and include the number in the meeting minutes. He/She shall have the authority to sign checks in the absence of the Treasurer or President.

VII.3.b. Nominations for officers will be made by members by open nominations from the floor during the January business meeting. Nominations can also be submitted by e-mail to the Secretary prior to the end of January. Prospective nominees are encouraged to provide a brief biography to the Secretary by the end of January, which will be included in the voting package for member review. Nominees will be introduced at the February meeting.

- i. E-Ballots shall be e-mailed to all paid members by February 15th and must be returned by February 25th. New officers are to be announced prior to the end of the March meeting.

VII.3.c. The newly elected officers will meet with the outgoing officers prior to the next meeting to receive the duties of office. The new officers will assume their duties at the April business meeting.