

## **ACTIVITIES of the OFFICE of SECRETARY**

### **Description of overall responsibility**

The Secretary is an Officer of the Greensboro Ski & Outing Club, and is elected by the membership at annual meeting according to the By-Laws. As Secretary, the overall duties include recording and retaining of the official record of business of the Officers and Board of Directors at regular or special business meetings, including membership meetings where club administrative activities occur.

The Secretary activities involve transcribing and distributing the Minutes of regular or special meetings of the Board of Directors, and minutes of any official business transcribed at membership meetings.

The following activities are described below which fall within the areas of responsibilities of the Secretary:

- Minutes of Meetings
- Official Club Correspondence
- Post Office
- Maintain Record of Organizational Structure of the Club
- Maintain Record of Directory of Board Members
- Maintain Record of Club Membership
- Maintain Record of Club By-Laws and Club Policy
- Maintain Record of Club Logo
- Approval of Club Disbursements
- Annual Election of Officers, Letters of Intent
- Newsletter Activities
- Voucher Your Expenses

## ***Minutes of Meetings***

The minutes of the Board of Directors, special meetings or decisions made by the Monthly Membership meetings should be recorded, transcribed and published. Minutes must be retained by the Secretary, and may be saved in hard copy or electronically.

Content of Minutes should consist of:

- Date, time and location of the meeting
- Type or purpose of Meeting
- Attendees of the Meeting
- Name and signature of person taking the minutes
- Policy decisions made by the Board of Directors
- Motions, who made the Motion, who seconded the Motion, and the disposition of the Motion. It is desirable to include some discussion topics.
- Record of Committee chairs approved by the Board of Directors.
- Record of appointment of any Club official or committee chair.
- Any other significant decision made by the Board.

Minutes should be distributed, published to all Board directors within seven (7) days of the next regularly scheduled Board meeting. It is desirable if minutes can be transmitted electronically.

The Board of Directors should approve Minutes at its regular monthly Board meeting.

Revisions to the Minutes should be indicated on the official copy maintained by the Secretary and noted as "***REVISIONS on <date>***".

All records maintained by the Secretary are GSOC property, and should be submitted to subsequent officials when the Secretary leaves office.

### ***Official Club Correspondence***

The Secretary should maintain an official record of all Club correspondence which goes to any external entity, whether Crescent Council, public or private business, to the community. In addition, the Secretary is the official record-keeper of any correspondence involving club policies from Officers of the GSOC to any club member.

Whenever the Board of Directors approves club correspondence, a person should be designated to prepare or draft the correspondence, and is the responsible person for providing an official copy with date and signature, to the Secretary for filing and retention.

### ***Post Office***

Keys to the GSOC post office box should be held by designated officers of the club. Designated officers are:

- The President should have a key
- The Vice President should have a key.
- The Treasurer should have a key.
- The Secretary should have a key.
- The Membership database administrator should have a key.

**The club Post Office Box 10175 is located at the Post Office on Pembroke at Friendly Shopping Center.**

### ***Maintain Record of Organizational structure of the Club***

Any records of organizational structure of the Officers, Board of Directors. Committee chairs should be retained by the Secretary as the official club record.

### ***Maintain Record of the Directory of the Board of Directors***

An official directory record of the Officers, Board of Directors, Committee chairs should be retained by the Secretary as the official club record. This could include information such as name, address, phone number and e-mail address.

The Secretary will provide updated copies of the official directory to the Crescent Ski Council, as members may change status.

### ***Maintain Record of Club Membership***

The Secretary will maintain a periodic electronic copy of the GSOC membership database. Ensure that back up copies of the official membership database are kept and stored securely.

### ***Maintain Record of Club By-Laws and Club Policy and Legal Documents***

The official record of Club By-Laws, Articles of Incorporation, and Club Policy should be maintained by the Secretary.

### ***Maintain Record of Club Logo***

The official club logo of the GSOC should be held by the Secretary with a record of the effective date of the approved logo.

Use of club logo should be controlled by the Board of Directors.

### ***Approval of Club Disbursements***

The Secretary is an official authorized person of the Club to endorse and authorize payment of expenditures to the extent permitted by the Club policy.

### ***Annual Election of Officers***

The Secretary maintains any records of Nominations of Officers and candidates running for positions on the Board of Directors.

The Secretary ensures that administrative tasks of the elections are conducted, such as:

- Creation and printing of Ballots
- Process for Membership voting
- Newsletter announcement of candidates for election
- Ensure sufficient copies of ballots, ballot boxes and process is in place for Elections during the annual membership meeting
- Organize who counts ballots
- Record and announce results of election

The Secretary submits the results of the Election for publishing in the Newsletter.

### ***Newsletter Activities***

The Secretary ensures that new policy or any matters adopted by the Board of Directors, or presented to or decided by vote of the membership is published in the newsletter.

### ***Voucher Your EXPENSES***

Some regular administrative expenses are built into the administrative budget, and you will be reimbursed for regular supplies such as postage stamps, notebooks, copying costs, envelopes, and file folders. For additional supplies such as file cases, notebooks or computer accessories, prior approval should be obtained before incurring the expense.

Expenses are vouchered by completing a *Check Requestion* form and submitting it to the Treasurer with receipts.