

## **Secretary**

**1. Purpose:** To further define the duties and responsibilities of the Secretary

**2. Scope:** The Secretary has the role of documentation manager of the Region and is an active participant on the Board of Directors (BOD). The procedures are meant to outline current processes for carrying out the duties in the bylaws and policies put in place by the BOD.

**3. Procedures :**

### *Minutes*

a. The Secretary records the minutes of the meetings of the BOD, and for other SVR meetings for which minutes are deemed desirable, and reads such minutes at the request of the President or any of the Directors.

b. It is important to capture all motions, seconds, and votes, as well as action items for future meetings.

c. Copies of all pertinent official correspondence and documents of a permanent nature are filed with the Secretary's official minutes. These are kept in a Binder during the year.

d. The minutes are typed and saved as a document using word processing software and are emailed to the BOD for electronic approval as soon as practical after the Board meeting. If material changes are made to the minutes, they are re-circulated for approval.

e. After approval by a majority of the BOD, a final copy is submitted to the Newsletter Editor for publication in the Drifter and to the BOD and Board Plus mailing lists.

f. A printed copy of the minutes of all Board meetings for the year should be brought to the Board meetings for reference. This can be the copy that is kept in the Secretary's Binder.

g. A copy of Robert's Rules of Order is kept by the Secretary and brought to each BOD meeting.

h. At the end of December, all items in c. above are delivered to the Past-President for Retention.

### *Statement of Policy*

a. The Statement of Policy is a document that is maintained by the Secretary. As each Policy vote is made at a BOD, the policy should be updated and distributed to the BOD and affected parties.

b. If a conflict is found between the current policy document, and the new policy, it should be brought to the attention of the President for resolution at the next BOD so that the superseded policy can be removed,

c. Procedures affected by the policy vote should be updated within 30 days by the responsible Board Member or Chair. A follow-up should be made to ensure that this has happened so that the revised procedures are available.

d. Procedures should be distributed as appropriate and posted on the SVR website.

#### *Bylaws*

a. An annual review of the bylaws should be made by the Secretary to determine if it is necessary to convene a committee to revise the bylaws. Any revisions need to be done to enable them to be included in the annual election cycle.

b. Review any updates to the PCA Regional Procedures Manual to see if there are any conflicts with the bylaws, policy or procedures.

c. Convene a committee as appropriate to do revisions.

#### *Elections*

a. The Past President chairs the Nominating Committee and provides the official slate of candidates to the Secretary after the October Nominating Dinner Meeting.

b. Prepare and distribute election ballots to eligible region members via the U.S. mail or by using electronic means unless the Secretary is running for office in which case another member of either the BOD or at large will handle all tasks associated with the Secretary's responsibility for elections.

c.. Receive and count all ballot results and retain them for inspection for a period of thirty (30) days after the results are announced. Inform the BOD by email of the results. Results are announced at the Holiday Party in December by the President. The results are sent to the Drifter Editor and the Webmaster for publication after the December party.

d. The Secretary shall maintain a current record of the names and positions of newly elected Officers. When committee members and chairs are appointed, the Secretary will keep the official record and notify the Drifter Editor and Webmaster of same.

#### *Records Retention*

a. All official correspondence should be routed through the President to the Secretary. On occasion the Secretary may be called upon to prepare correspondence.

b. The Secretary has custody of the backup key to the PO Box. The Secretary maintains a listing of the location of all physical assets including but not limited to the backup P. O. Box key, and physical storage, insurance, the pink slip and registration of the Trailer. It is the responsibility of the holder of the asset to inform the Secretary of any changes.

C. Physical Storage of Club Records:

1. The club rents a small storage facility for the purpose of storing club records, supplies such as banners, barbecue equipment, old tax returns, past event waiver releases, and other records pertinent to the club's continuity.
2. In addition, the secretary is given the responsibility to keep an inventory of club assets such as the autocross trailer content, all software key codes currently in use by the club or its officers, storage keys, pink slips for assets such as the autocross trailer, or other assets the club may acquire in its normal course of business.