

# ***Western Reserve Society SAR Officer, Trustee & Leadership Handbook***

## **Secretary's Responsibilities and Guidelines**

### **General**

Serve as an Officer of the Corporation and performs such duties prescribed in the Regulations. (The following list is intended as an elaboration of those official duties.) The Secretary must be able to use and access email, MS Word, Excel or whatever would be considered the common software of the time.

### **Meetings**

- Ensure that the flyers/emails/postcards announcing the annual meeting, the monthly membership meetings, and the Board Meetings are created and mailed in a timely manner. These notices may be created/sent by the Treasurer, the 1<sup>st</sup> VP, 2<sup>nd</sup> VP or delegated appropriately. Whoever produces these notices must act within the approved budget and guidelines from the Board.
- Ensure that whoever is handling membership notices supplies a budget estimate to the Board for the following year's mailing requirements. Promote electronic correspondence over paper/mailings whenever possible.
- Record and maintain the official file of minutes of all Board of Trustee and Executive Committee meetings. Distributes copies as appropriate.

### **Records and Reports**

- After keeping the appropriate copies for the Secretary's files, forward all documents/papers related to new members to the 2<sup>nd</sup> Vice President who will schedule new member inductions and distribute the certificate and new member packets from NSSAR.
- Ensure that the Registrar is maintaining an accurate list of mailing addresses and telephone numbers of the membership. Ensure that all changes are promptly communicated to appropriate officers and members. The Registrar is tasked with maintaining the sole accurate membership database. The Secretary should be working in coordination with the Registrar to maintain accurate records.
- Publish an annual roster of members & committee members in a style and with content agreed upon by the President. Future Rosters will be sent electronically unless a member requests a paper copy.
- Prepare and submit to the Historian as soon as practical after December 31 an annual report of the significant official activities of the position including copies of all minutes.
- Prepares and submit to the Finance Committee a proposed annual budget covering the activities of the position.

### **Coordination with Others**

- Produce and distribute by December 31<sup>st</sup> to all in-coming Officers & Trustees a list of all Officers, Trustees and Committee Chairmen that includes their name, title and email address.
- Forward official mail to appropriate officer or committee chairman for action
- Establishes procedures to insure that the appropriate officers and Committees are informed when NSSAR approves new members.

### **Procedures**

- **Maintain written procedures for the key activities.** The procedures should be in sufficient detail to facilitate the assumption of the responsibilities by a new individual. The procedures should also address appropriate levels of financial control and compliance with applicable laws.