

Secretary

Overview of Responsibilities:

The Secretary shall keep accurate records of the proceedings of all meetings and acts of the Executive Committee and of any committee. The Secretary shall give all notices required by law and by the Bylaws, shall have general charge of the corporate books and records and of the corporate seal, and shall affix the corporate seal to any lawfully executed instrument requiring it. The Secretary shall give all notices required by law and these Bylaws and shall sign such instruments as may require the Secretary's signature and perform such duties incident to the office of Secretary or otherwise assigned by the President or the Executive Committee.

Responsibilities:

1. Keep accurate minutes of all meetings of the Executive Committee and the Annual Meeting or other special meetings.
2. Provide a draft of the meeting minutes within two weeks of the meeting. Minutes from officer meetings should be reviewed by the officers, any revisions made, and then signed and kept in the official NCSH records. Annual meeting minutes should be reviewed by the officers and will be voted on at the next Annual Meeting.
3. Keep copies of meeting minutes from Executive Committee meetings.
4. Carryout official NCSH correspondence as assigned by the President.
5. Maintain copies of all official correspondence and any pertinent documents in the official NCSH records.
6. Keep an inventory of all NCSH property to include serial numbers if applicable.
7. Provide meeting minutes as requested by the membership, President or Executive Committee.
8. Keep a copy of the official membership list for NCSH as provided by the Treasurer to include a detailed membership roster including membership years.
9. Perform duties as assigned by the President in support of NCSH activities.
10. Participate in planning of the Annual Meeting.
11. Keep records of election results.
12. Perform other duties as assigned by the President.
13. Provide mailing addresses/labels as requested. May need to interact with the Treasurer to ensure they have the most up to date membership roster.
14. All records should be maintained in both paper and electronic form.

Time Commitment during Year:

Varies depending on the time of the year.

Time Commitment during NCSH Annual Meeting:

Time will be needed prior to and during the Annual Meeting to assist with the general running of the meeting as well as time during the Awards Luncheon and Annual Business Meeting.

Qualifications:

The individual should have been a member of NCSH for at least five years prior to nomination and attend at least two Executive Committee meetings to observe. One during the planning phase of the Annual meeting and one immediately after the Annual meeting.

Selection Process:

By election

Term of Position:

2 years

Accountable to:

New date: 23Mar16

Approved: 23Mar16

The Secretary is accountable to the NCSH the President. Upon taking office the Secretary needs to read the Conflict of Interest Policy and file the signed Acknowledgment in the official NCSH records.

Funding:

Funding will be based on the NCSH General Funding policy. This may include:

- Registration
- Food
- Hotel
- Travel

Vacancy:

When there is a vacancy in this position, a qualified member will be appointed by the NCSH President or Executive Committee per the NCSH Bylaws.

Leaving Office:

All materials relating to the office of the Secretary shall be turned over to the incoming Secretary at the close of the Annual Meeting if possible. Any remaining materials not turned over at the Annual Meeting will be turned over within 30 days of the Annual Business Meeting.

Taking Office:

The following items will be given to the Secretary upon taking office:

- Copy of the NCSH Bylaws
- Secretary's Job Description
- Copy of the General Funding Policy
- Copy of the Conflict of Interest Policy
- Any other pertinent documents relating to the position