



Secretary

Position Responsibilities

The Secretary is responsible for all Club correspondence and records.

Take Minutes at all Board and Club Meetings

- Take minutes for all Club meetings, and of all votes taken
- Prepare Minutes for Board approval and publication in the newsletter
- Provide 10-day notice to Club members of all meetings
- Take Attendance at General Meetings and maintain a list of attendees

Maintain the Club in current and good standing with the state

- File statement with the California Secretary of State each January
- Report to the Board the successful filing and acceptance from the state

Receive and Manage all correspondence

- Respond to correspondence received and report to the Board on correspondence received
- Submit requested event calendar to the BMDCA each year
- Maintain club member contact information on a roster; work with membership chair to keep it current and work with webmaster to get the roster loaded online.

Manage and Oversee Club Elections

- Develop the ballot format, voting instructions, and tally sheet for review by the Board
- Develop Inspector of Election instructions with the Board, and distribute to the chosen electors
- Ensure a process for preparing ballots and stuffing envelopes for the election
- Take receipt of any additional nominations by October 15th and inform the Board
- Prepare the candidate questionnaire and distribute to all candidates after, but as close as possible to October 15th.
- Mail ballots and candidate Q&A to all active Club members by November 1st
- Track all ballots received on a marked roster
- Deliver ballots received to the Chief Inspector of Elections, with the current marked roster for the Inspectors to also mark
- Notify Officers and Directors of their election to office