

UPCRA
POLICY/PROCEDURE

EXECUTIVE BOARD POSITION: Secretary

SUBJECT: Role and responsibilities

PURPOSE: To clearly define the roles/responsibilities for the secretary and to promote continuity when a new secretary is elected.

POLICY: The UPCRA secretary shall be selected by the nominating committee and approved by the membership. This individual shall be responsible for overseeing the secretarial duties of UPCRA.

LENGTH OF TERM: Two (2) years (beginning in an odd year.) The secretary shall be elected the same year as the treasurer.

PROCEDURE: A. Oversight of the secretary position will include, but may not be limited to the following duties:

1. Keep the minutes of the Membership, Board of Directors and Executive committee meetings, using an approved format. Take Roll Call at each meeting.
2. Be custodian of the corporate records.
3. Keep a current mailing list of each UPCRA member.
4. Serve on the membership committee and nominating committee.
5. See that all notices of meetings and other matters are duly given in accordance with the provisions of UPCRA bylaws.
6. If unable to attend a scheduled UPCRA meeting or teleconference, (both membership and board of director meetings) a written report will be sent to the President or a board member to be read at the meeting. In that event, the secretary will delegate the responsibility of taking minutes (*prior to* the missed meeting) to another board member.
7. Upon termination of the secretary term, all past and present minutes will be forwarded to the incoming secretary.
8. Serve as a mentor to the incoming secretary.