

## 2-4 SECRETARY

### General Description

The person holding this office is both recording and corresponding secretary. In the former capacity, the Secretary is the chief recorder and keeper of the records of the Corporation; in the latter he/she handles official correspondence.

The election procedure and term of office for the Secretary are described in Bylaws (See also *Sturgis Standard Code of Parliamentary Procedure*, pp 157-159 and Chapter 23.)

Maintains the SCA Handbook throughout the duration of his/her term on the Board of Directors. Responsible for recording and acting upon all Handbook changes recommended by the Board and seeing to it that record copies of these changes are sent to the SCA Corporation archives at regular intervals, as specified below.

### Responsibilities

1. Assists the President in preparing a detailed agenda for Board and Annual Business Meetings.
2. Takes accurate minutes of the Board of Directors and Annual Business Meetings.
3. Is keeper of the SCA Corporation Seal.
4. Retains copies of reports submitted to the Board, as well as all other current records.
5. Calls the Board's attention to actions in the SCA's minutes that have not been carried out.
6. Carries on the official correspondence of the Corporation, except that assigned to the Membership Director and other Board members or chairs.
7. Prepares and sends required notices of meetings and proposals to the membership, the committees, and the Board.
8. Receives sealed ballots from the Election Committee and destroys them after one year from the date of the election.
9. Sends records of the Corporation to the SCA Archives at the conclusion of his/her term of office.

10. Verifies that appropriate and accurate copies of updates to the SCA Handbook have also been sent to the SCA Archives at the end of each year of his/her term.

11. Maintains up-to-date disk file, disk back-up copy, and hard copy of the Handbook.

12. Prepares quarterly summaries of changes required or proposed. Minor wording and grammatical changes should be made as needed but need NOT be reported to the Board.

13. Provides drafts of proposed revisions to the Handbook for Board review as appropriate. Generally these would include new policy statements or major revisions of existing sections.

14. Adds dates and initials to additions and revisions to each section at the time such revisions are made. (Examples: 7/90 nlb; 10/90 nlb)

15. Sends a set of quarterly summaries of revisions and a set of revised Handbook sections to the SCA Archives at the end of the year (i.e. after the spring Board meeting).

16. Deposits a fully revised copy of the Handbook in the SCA Archives, provides a new title section for the Handbook noting date of revision, and updates all sections dating accordingly at five year intervals (beginning in June 1993).

17. Provides periodic status reports to the Board about the processing and listing status of the SCA Archives at UC Santa Barbara.

18. Summarizes the Board of Director meetings and Annual Business meeting and sends them to Newsletter editor according to the Newsletter deadline schedule.