

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 SSCPP, 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. Maintains 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 attention of the Board to actions in the SCA's minutes which 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, at the end of each year of his/her term that the appropriate and accurate copies of updates to the SCA Handbook have also been sent to the SCA Archives.
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.

NOTE: Minor wording and grammatical changes should be made as needed but need NOT be reported to the Board.

Secretary (cont.)

13. Provides revised pages for the Handbook at the final (spring) Board meeting of the year.
14. Provides drafts of changes for Board review as appropriate. Generally these would include new policy statements or major revisions of existing sections.
15. Sequentially dates and initials (7/90 nlb; 10/90 nlb) additions and revisions at the bottom of the last page of each section at the time such revisions are made.
16. At the end of the year (i.e. after the spring Board meeting) sends a set of quarterly summaries of revisions and a set of revised Handbook pages to the SCA Archives.
17. At five year intervals (beginning in June 1993), deposits a fully revised copy of the Handbook in the SCA Archives, provides a new title page for the Handbook noting date of revision, and updates all sections dating accordingly.
18. Provides periodic status reports to the Board about the processing and listing status of the SCA Archives at UCLA.
19. Files annual reports with U.S. and State of California as required for the maintenance of non-profit organization status.
20. For the SCA Newsletter: summarizes the Board of Director=s meetings and Annual Business meeting. Summaries are sent to the Newsletter editor according to the deadline schedule.

SECRETAR.OFF 3/87 rln; rev. 5.89 dsn; 4/90 nlb; 10/90 nlb; 5/91 nlb rev. 8/92
dmc; 5/93 dmc; 4/94 ppa; 2/98 lgr