

TEMPLATE FOR SCAFCS – SECRETARY

Use the following as an outline as to requirements to be met according to the Bylaws. Go to www.scafcs.org and click on the About tab and locate the Bylaws. Click Control F and type in your office title. Highlight and copy all your requirements in the Bylaws (probably several places). Then divide the jobs into the months and make sure to add checks and small details needed to accomplish your tasks. Check with former officers who held this job and update accordingly. As each month ends, update, and submit to the Bylaws Committee to put online for future officers.

Election and term criteria:

- a. Election The secretary is elected in even-numbered years.
- b. Term of office The secretary serves a term of two years and assumes office June 1 following the election.

The Secretary shall:

- a. SECRETARY shall: a. Serve as a voting member of the Board. b. Assume responsibility for minutes of all business meetings of the Board and SCAFCS.
- b. Distribute copies of minutes to members of the Board as soon as possible but no later than one month after each board meeting.
- c. Provide copies of minutes from the annual business meeting to members at annual meeting for approval.
- d. Conduct such correspondence as the Board of SCAFCS members may direct, and send copies of correspondence to the president, president-elect and appropriate Board members to improve communication and coordination.
- e. Preserve the records of all meetings of the Association. A copy of all minutes and reports are kept in an ongoing file by the secretary and passed on to successor. One copy of all reports is passed on to the president and historian at the end of the business meetings.

CHECK	MONTH	
	JANUARY	
	FEBRUARY	
	MARCH	
	APRIL	
	MAY	
	JUNE	
	JULY	
	AUGUST	
	SEPTEMBER	
	OCTOBER	
	NOVEMBER	
	DECEMBER	
	JANUARY	
	FEBRUARY	
	MARCH	
	APRIL	