

Secretary Responsibilities

Part One

As an elected member of the Executive Board (EB), you are expected to

- Attend Business, General Membership, and EB Meetings.
- Arrange for a proxy in case of an absence.
- Become familiar with the NorCal constitution, bylaws, and appropriate leadership guides.

As secretary, you are expected to

- Record and preserve the minutes of the EB meetings.
- Distribute the minutes of the EB meetings to its members within fifteen days.
- Arrange for the distribution of approved EB minutes to the membership.
- Record and preserve the minutes of each Business Meeting.

The information above is from the Bylaws of the Northern California Airstream Club. Other documents provide more detail.

Part Two

In addition to the items in Part One, you are expected to

- Report the presence of a quorum at EB Meetings and Business Meetings.
- Distribute EB minutes to all board members and any proxies who were appointed.
- Ask approval of EB minutes from those present at the meeting.
- Arrange for the distribution of approved EB minutes to the membership. (duplicate)
- In **January**, generate a current list of members who are eligible to substitute for an absent EB member. These include all active Past Unit Presidents and EB Members who have served within the last five years. See that current EB members receive a copy of the list.
- Suggest improvements of this document to the Constitution and Bylaws Chair.

Revised November, 2023