

Operating Guidelines Secretary

1. Attend all general, board, and special meetings. If unable to attend, secure your own substitute.
2. Prepare agendas for general, board, and special meetings. (*On Monday or Tuesday before the general meeting, prepare and send an agenda to all officers, board members, and chairs, asking if anyone else needs a spot on the agenda. Send out a finalized agenda on Thursday before Friday's meeting. On Monday before the board meeting, prepare and send out agenda to all officers and board members, asking for input. Send out a finalized agenda on Tuesday before Wednesday's meeting.*)
3. Keep minutes of general, board, and special meetings. (*Take notes at the general meeting. When you have transcribed the general meeting minutes into final form, send them to all officers, board members, and the editor. Print out a copy and file. Take notes at board meetings. When you have transcribed the board meeting minutes into final form, send to all officers and board members. Use **bold lettering** for all motions. Print out a copy and file. Read a summarized version of board meeting minutes at the next month's general meeting. Do not include sensitive material in your oral summary.*)
4. Call roll at the board meetings.
5. Bring the attendance book and start it around at the general meetings.
6. Take a copy of bylaws, guidelines, and current roster to the general meetings and board meetings for reference.
7. Pick up mail at Carmichael Post Office (P.O. Box 1416) at least once a month before the general meeting or the board meeting—more often if needed. You will be assigned a key to the post office box. An extra key is kept in the Secretary's file box. Give any other clubs' newsletters received to the editor, any tour invitations to the tour director, any bills to the Treasurer, any other correspondence to the President. Personal correspondence, such as a thank- you note, can be added to the agenda to be read by you or the President.
8. Send acceptance letter to new members shortly after the board meeting at which their membership is approved.
9. Call role from the current roster at the November general meeting before the election of officers; do the same for any other special elections throughout the year.
10. Prepare absentee ballots for elections and send to members who request them at least 15 days prior to an election. The completed absentee ballots must be returned to the Secretary no later than 5 days prior to an election. Post the election results in the general meeting minutes.
11. Maintain corporate records and seal. Affix the seal to appropriate documents.
12. Prepare membership cards for members who request them.
13. Maintain files in Secretary's file box. Keep all minutes for two years. Bundle older minutes and give to whoever is maintaining the archives. (Jay and Eldon Lowe are maintaining the archives as of 2012.)

14. Prepare certificates for officers, chairs, and deserving others to be presented at the Anniversary Dinner in February. You are NOT responsible for this duty the first year you hold office, but WILL be responsible the February of your second year, if you hold the office for more than one year, as well as the February after you leave office.
15. May sign checks drawn on the treasury. Checks must be signed by at least two officers; one of the two signatures must be either the President or the Treasurer.
16. In November, Jerry Bengal receives the MAFCA Chapter Registration Form for the upcoming year. He completes this form and returns it to MAFCA Headquarters before the deadline of February 28. There is a late fee of \$10. This form is required by MAFCA – failure to renew prior to May 1 will result in cancellation of the chapter club insurance and other benefits. A copy of this registration form is to be included in the secretary's file box under the tab labeled MAFCA Registration.
17. Contact the club President for assistance with any questions not answered in this guideline.

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