

## Secretary

The Secretary shall abide by the duties as dictated by the bylaws, be a member in good standing, and attend meetings. Other responsibilities include but are not limited to:

- Maintains records and information with regards to administration and communications for trials, new memberships, and renewal of memberships
- Handles pertinent correspondence
- Processes and delivers appropriate correspondence and information
- Assists President in preparing agendas, takes minutes, distributes, and communicating these as appropriate
- Takes attendance at each members' meeting
- Records the following about each regular and Board Club meeting:
  - Number of members present
  - List of guests attending
  - Presiding officer
  - Speaker and subject
  - Dues collected from whom (if applicable)
  - Committee reports, written and oral
  - Announcements
  - Any motions or decisions acted upon by the membership or board
- Takes notes of the meeting, records the key points, and makes sure that all decisions and proposals are recorded, as well as the name of the person or group responsible for carrying them out.
- Oversees the proper maintenance and security of all corporate records, applications, premiums, contracts, and financial reports, etc.
- Ensures that the notice of meetings is given
- Files minutes and reports
- Ensures elections comply with bylaws
- Reports on action or matters arising from the previous minutes
- Obtains information for contracts and trial application from trial chair, send out contracts to judges, send trial applications to trial secretary
- Keeps track of deadlines dates
- Keeps an updated inventory of all equipment, new purchases and a date of when purchased
- Has Judges contracts and emergency numbers onsite at trials
- Performs other duties as may be assigned by the president or board