

Board and/or Membership Approved Changes Affecting

SECRETARY

1. Aldrich & Cox, Inc. will handle the distribution of SRMC supplies/stationery in the future. (Board Meeting 4/14/88)
2. The Secretary shall be responsible for maintaining and updating the official membership roster and shall forward copies of all roster changes immediately to the Treasurer, SRMC Journal Editor and the coordinator of the internal membership directory. On a periodic basis but not less than semi-annually the Secretary shall mail an alphabetical roster to membership. (BOD10/19/88, updated 1/20/97)
3. Future pages for the SRMC manual will be coded, numbered and dated to facilitate easier updating. (BOD 4/27/89)
4. The Secretary, in conjunction with Member Tom Krzys, the custodian of SRMC stationery, will be responsible for making sure that an adequate amount of SRMC stationery is maintained, reordered when necessary, and allocated to those who need it. Aldrich & Cox has agreed to continue to store the stationery at their offices. (BOD 9/6/89, updated 1/20/97)
5. The Secretary will be responsible for preparing, printing and distributing the Membership (Territorial) Directory as soon as possible following notification by the Treasurer of the Members who paid their dues by the January 31 cut off date for inclusion in the Membership Territorial Directory. (BOD 10/02/96)

JobD: 01/20/97: 1 (Changes-Sec)
(Replaces sheet dated 03/22/94)

Updated through 01/20/97