

## SOCIETY OFFICERS

### SECRETARY

#### **Job Description**

1. The Secretary has the responsibility of keeping the Corporate records except for the incorporation and Wisconsin filings which are maintained by the Legal Committee and the Wisconsin Registered Agent designated by the Board.
2. The Secretary takes Minutes at all meetings of the Board of Directors, Executive Committee, and the Membership and distributes them to all members.
3. The Secretary keeps the SRMC Manuals up-to-date and is responsible for furnishing manuals to all officers, directors and committee chairpersons.
4. The Secretary is responsible for maintaining a current membership roster and for communicating any changes thereto to the SRMC Journal Editor, Treasurer and any other officer, Chair or member requesting them. On a periodic basis but not less than semi-annually the Secretary shall mail an alphabetical roster to membership.
5. The Secretary prepares and sends letters and related correspondence at the direction of the President, Board of Directors, or Executive Committee.
6. The Secretary prepares an agenda for Board and Membership meetings in cooperation with the President and/or Board of Directors.
7. The Secretary works with other officers in the administration of the Society.
8. The Secretary in conjunction with Member Tom Krzys, the custodian of SRMC stationary, 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.
9. 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. (Minutes 10/2/96 Board of Directors Meeting.)

**JobD:** 01/20/97: 2 (Sec)  
(Replaces sheet dated 08/15/96)

Updated through 1/20/97