

SECRETARY

1. Shall attend all Governing Board Meetings, Executive Board Meetings, General Membership Meetings, and NCSC functions;
2. Shall be a voting member of the Governing Board;
3. Shall assume any duties deemed necessary by the President;
4. Shall be the recording officer for all meetings of the Executive Board, Governing Board, Budget Committee, Constitution Review Committee, and General Membership whenever business is conducted;
5. Shall be the custodian of the club's records, except the Treasurer's books and maintain said records for a period of five (5) years;
6. Shall ensure that all recorded minutes/records of the Governing Board are emailed to each member of the Board for approval within one week from the meeting. Said minutes shall be forwarded to the Garrison/Family and Morale, Welfare and Recreation (FMWR) Fort Drum, New York, on a monthly basis for review and approval, and then placed on file;
7. Shall coordinate a designee to take minutes or fulfill job requirements in their absence, with President's approval
8. Shall prepare a proposed annual budget for their role, in consultation with the Treasurer, and submit the budget prior to the Budget Committee Meeting
9. Shall report a detailed monthly record of all income and expenses related to their position at each Governing Board Meeting;
10. Supervises maintenance of office equipment and orders office supplies;
11. Shall not go into a binding contract for the North Country Spouses Club;
12. Shall maintain NCSC emails that are provided for this role;
13. Shall maintain a position profile within VMIS and record monthly volunteer hours;
14. Shall maintain and update board notebook to include:
 - a. Complete job descriptions to reflect the overall responsibilities of the position and compliance with the notebook SOP.
 - b. Present updated notebook to the Parliamentarian at the April Governing Board Meeting for review.
 - c. Notebooks and all job materials shall be given to the successor at the joint Governing Board Meeting in May.
15. Must be familiar and fluent in appropriate computer programs necessary for job performance;
16. Shall maintain a current Board Roster and Electronic Distribution List of all Board Members
17. Shall be responsible for ordering and maintaining stationery supplies and stamps for distribution upon request of other board members;
18. Shall sign, prepare, pick up, and dispatch all correspondence in connection with NCSC activities; (i.e.: special invitations, thank you notes, sympathy cards and birthday cards, etc.)
19. Maintain all correspondence files of NCSC and turns these over to the successor upon departure or expiration of the term in office
20. Shall notify Honorary Members of their status when appointed;
21. Shall be an administrator with the President and Publicity for all Social Media (i.e.: Facebook, Website, and e-mails).