

2018 Training for Secretary (09/29/17)

1. Take roll and determine quorum at Branch BEC meetings
2. Official record keeper of Branch records except financial records maintained by Branch Treasurer, maintain for 5 yrs
3. Maintain SIR Branch manual and assure it is available at BEC meetings
4. Communicates Form's and Reports to BEC and State Officials
5. Maintaining Branch Documents
6. Report at monthly BEC meeting items to attend to during the month (obtain this information out of the SLG, Schedule of Branch Operations)
7. Reports Branch nominations and BEC changes to the State (Form 20)
8. Capture BEC meeting minutes and distribute (example on State website)
9. Create Certificate of Appreciation for members per Big Sir (Form 7, 7A)
10. Maintain Branch Letterhead Stationery (Form 18)
11. Order Special Pins for Officers (Form 21)
12. Maintain all Branch Travel Form requests (Forms 50, 51, 52, 53, 53B, 59, 59A, 59B)
13. Assure Sir Schedule of Branch Operations is followed by
14. Report to State any deceased members who were HLM's, Super Senior, etc.