

## **State Assistant Secretary Position Description**

### **Position Purpose:**

The State Assistant Secretary is a State Board Member, primarily responsible for payment of filing fees to renew each Branch's corporate status with the CA Secretary of State, for administrative processes involving incorporation of a new branch, and for ordering name badges for new State Officers and State Committee Chairmen.

### **Primary Responsibilities:**

- Report to the State Secretary.
- Serve as a State Board member, actively engaged in managing the affairs of the SIRinc organization.
- Execute and assume, in the absence of the State Secretary, the State Secretary's duties.

#### SI-100 Processing

- File the Form SI-100 (renewal of corporate status) on behalf of SIRinc and all of its Branches, with the State of CA- Business Programs Division. Maintain a copy of the SIRinc form.
- Filing fee payments are done electronically using SIRinc's SI-100 Database program, which automatically identifies branches that are due each month. The form is completed on-line and payment is made by Visa. Renewals are required every other year and are due on the odd or even year that corresponds with the branch's date of incorporation.
- Retain a payment record of dates and amounts paid to the Secretary of State, for Form 15 reimbursement when using personal funds. Reimbursement of the filing fee (\$20 in 2017) from the branches is not sought.

#### Branch Dissolutions

- Collaborate with the INFOSYS Database Chairman to decide the number of inactive branches to retain for new branch incorporation.
- Dissolve any branches over that number by submitting a Dissolution Request letter first to the State of CA Attorney General's Office- Registry of Charitable Trusts for receipt of a confirmation letter that no assets remain in the corporation. Then submit the same Request letter with the confirmation document to the State of CA Secretary of State for final dissolution approval.

#### Newly Chartered Branches

- Arrange with the Branch Secretary of a newly chartered Branch to obtain the Federal Employer Identification Number by filing Federal Form SS-4, required of all tax exempt corporations within the State of CA.

- Arrange for the new Branch, after incorporation, to obtain Tax Exemption letter by filing Federal Forms 1024 and 8718.

#### Name Badges

- Order name badges for State Officers and State Committee Chairmen who have not held their new positions before. Pays the invoices and is reimbursed by Form 15 submittal.

#### **SIR Leader Expectations, Skills and Knowledge Required:**

- Require Microsoft Word and Access computer programs to use the SI-100 program.
- Has administrative interest to learn and operate the SI-100 program.
- Use internet, e-mail and Microsoft Word effectively.

(Updated 2/28/19 P&P Committee)

(Revised 6/17/19 by RCF per Ed Benson email 6/13/19)

(Revised 02/06/20 by DDD per SI-100 Issues Committee)