

State Secretary Position Description

Position Purpose:

The State Secretary supports the State President and Board of Directors thru the management of records and communications for SIRINC.

Primary Responsibilities:

- Report to the State President.
- Attend State Board meetings as a voting member of the State Board of Directors State Board).
- Publish State Board and Special meeting announcements & agendas, ensuring they are distributed to State Board members at least 10 days prior to the date set.
- Record meeting minutes and distribute them to State Board members no later than 10 days after the meeting and retain meeting minutes of all State Board meetings for a period of 7 years (either electronically or physically).
- Call roll at State Board meetings and certify there is a quorum.
- Follows the current edition of Robert's Rules of Order.
- Publish Annual Meeting announcements and agendas not less than 30 days prior to the Annual Meeting. At Annual Meetings, the Chairman of Meeting Arrangements assists the Secretary with the roll call.
- Attend State Executive Committee meetings, as required, as a voting member of that committee and record the minutes as stated above.
- Attend Executive Sessions of State Board and/or Executive Committee meetings and record reportable actions.
- In the absence of the President and Vice President, assume the duties of the President and Vice President.
- Keep & maintain the master file for State and every branch ever formed containing important digital or hard copy documents that come into his possession.
- Ensure there is a register showing name, address, & phone number of all State Officers, the State Advisor and other State leaders as appropriate.
- Participate in the new branch formation process.
- Participate in the process for changing of the name of a branch.
- Participate in the surrender of a branch charter.
- Participate as a member of Interim Branch Management and Inactive Branch management.
- Participate in and maintain files of any State Travel event proposed & approved by the State Board.
- Provide the mail address for SIRINC and ensure response to correspondence from outside the corporation when addressed to the President or Secretary.
- Process the California Secretary of State SI-100 Branch form and payments every two years when they become payable.

SIR Leader Expectations, Skills and Knowledge Required:

- Has basic organizational skills.
- Has general computer and internet operational skills.
- Has significant ability with the use of Microsoft Word and Email operating systems

(Revised 4/6/2023 P&P Chairman)