**NCCSD Secretary Duties**

**Relevant Excerpts of the Bylaws**

Article IV, Paragraph D:

*The Secretary shall prepare a summary of the events and actions that take place at each meeting of the Council. This summary shall be completed within thirty days of the conclusion of the meeting. The Secretary shall also prepare a summary of events and actions that take place at each meeting or conference call of the Executive Committee. Such summaries shall be completed within twenty-one days of the conclusion of the meeting or call. Copies of summaries from all meetings and calls shall be distributed to all Council members electronically, via either e-mail or posting on the NCCSD website. The Secretary shall serve as Parliamentarian during all meetings. When the Secretary is unavailable for a meeting, the President may appoint a Parliamentarian for that meeting.*

*The Secretary shall be the custodian of the Bylaws, Resolutions, and Minutes of the Council for the current year. Upon the conclusion of the year, the original records mentioned above as well as the financial records, and other records as deemed appropriate by the President for the year concluded, will be stored, along with all previously archived Council records, in storage in a location determined by the Executive Committee. Such records will be placed into storage after the completion of the annual review of the financial records and the filing of the taxes. Copies of all of the Council’s records for the year completed will be forwarded to the incoming Secretary by October 31. Copies of the prior year’s Council records, as requested, will also be sent to the incoming President.*

Article VIII, Paragraph B:

*The business of the Annual Meeting of the Council shall include … [a] Report of the Secretary.*

Practically:

* Attend all Council and Executive Committee meetings and take minutes of each meeting
	+ Find a substitute minute-taker if cannot attend
	+ Submit minutes to President within a week of the meeting
	+ Once minutes have been approved by Executive Committee, post to NCCSD website
* Maintain NCCSD letterhead and other templates
* Maintain NCCSD committee roster
* Maintain NCCSD IV-D Director Directory (now on website)
* Send welcome email to new directors within 2 weeks of notification