

## NCACA Secretary Nomination

Active and Life members of NCACA are invited to submit nominations for **SECRETARY OF THE ASSOCIATION**. The Newsletter and Program Committees report directly to the Secretary. The Secretary is responsible for keeping all records from meetings updated and a list of all Board members, committee chairs and any appointed committees. This person must be dedicated and willing to attend meetings. The term of this office runs from January 1 through December 31 the following year. Only members are allowed to vote for officers of the association. The appointed Secretary of the Association will:

- Receive any past information/documents from outgoing secretary.
- Record the minutes of all official business meetings of the Association and Board of Directors. Minutes should include: date, place, members present/absent, and treasurer's report, summary of committee reports, old business and any new business.
- Upon completion of typed minutes, the secretary will send to the President for review. Board meeting minutes should be sent to the President within 3 weeks of the meeting. The President will review and make any changes and send back to the Secretary within 10 days of receiving the minutes. The secretary should make any recommended revisions and send final minutes to all Board members and committee chairs within 7 days of receiving the corrections from the President.
- Append copies of all reports submitted to the Board of Directors to the minutes of the appropriate meeting.
- Assist the webmaster with current information regarding Board members and committee chairs. Develop contact list of Board members and committee chairs within 30 days of the annual conference. Distribute to all Board members and committee chairs.
- Keep up-to-date records of all Association officers, representatives, appointees, and committee personnel.
- Be elected to and serve as the Secretary for a two year term (beginning in an even numbered year).
- 30 days prior to each Board meeting, the Secretary needs to contact the chairs of the Newsletter/web site and Program committees to receive their report for the board meeting. In their absence, the secretary represents them at the board meeting.
- At end of term, meet with new secretary and exchange all relevant information including hard copies of documents, minutes, etc.

**Nominee:** \_\_\_\_\_

**Nominators:** \_\_\_\_\_

(include phone numbers or email addresses of nominators)