

Policy: Officers: Secretary

The position of Secretary is appointed by the Board of Directors. There is no term or limit on the length of time a person may serve as Secretary.

When a vacancy occurs, the Board of Directors will determine a process for the appointment.

According to the by-laws, the duties of the Secretary are:

- Keep the minutes of the meeting of the members and of the Board in one or more books provided for that purpose;
- See that all notices are duly given in accordance with these By-Laws or as required by law;
- Be custodian of the Association records and of the seal of the Association and affix the seal of the Association to documents, the execution of which on behalf of the Association under its seal is duly authorized in accordance with the provisions of these By-Laws;
- Keep a register of the names and post office addresses of all directors and members;
- Keep on file at all times a complete copy of the Articles of Incorporation and By-Laws of the Association containing all amendments thereto (which copy shall always be open to the inspection of any director), and at the expense of the Association forward a copy of the By-Laws and of all amendments thereto to each director;
- In general, perform all duties incident to the office of Secretary, and such other duties as from time to time may be assigned to him or her by the Board.

The Secretary is a non-voting member of the Board of Directors, and participates in and develops minutes for all meetings of the Board.

The Secretary

- Maintains all official records of the Association, including:
 - Maintaining historical records
 - Updating official filings with the Secretary of State when officers change.
- Documents the activities of the Association and Board of Directors by developing and maintaining minutes of all official meetings.
- Coordinates communications with membership including:
 - Sending the notice of the Annual Meeting
 - Sending periodic informational communications regarding events or other activities from the Board
 - Answering member questions, providing information and relaying concerns to the Board
- Coordinates membership renewals annually
 - Maintaining membership lists with contact information
 - Sending reminders to past members to send in dues
 - Providing updated membership lists for mailings including the Hoofbeat

- Communicating with webmaster to keep member listings on the website and email listings up to date
- Supports the Annual Meeting Committee to facilitate the Annual Meeting, including:
 - Preparing materials for business meeting including:
 - Agenda
 - Prior Year's Minutes
 - Secretary's Report on membership
 - By-laws if changes are recommended
 - Developing minutes of the business meeting
 - Compiling volunteer lists for committees and distributing to committee chairs
- Acts as liaison communicating with the American Highland Cattle Association regarding official NCHCA activities
 - Providing updated officer lists after the annual meeting
 - Providing updated member list
 - Providing updated event list
 - Coordinating payment of regional association dues
 - Conveying AHCA information to appropriate committees and the Board

Because of the critical nature of the Secretary position to the Association, if the appointee desires to resign the position, if possible, the incumbent should give notice and remain in the position until a replacement can be found and appointed by the Board.