

**Position**

**SECRETARY**  
Two (2) year  
term of office

**Functions**

Member of the Board  
of Directors with vote

**Responsibilities**

1. Attend all of the Board of Directors meetings and other NCDA business meetings and:
  - a. Take minutes of all proceedings according to the Board Minutes policy and procedure.
  - b. Conduct a roll call of voting board members to determine if a quorum is present recording in the minutes those in attendance. A roll call of non-voting members is not required but is recommended.
  - c. Maintain a sign-in sheet for all Board members and guests attending a meeting (except at Annual Meeting). Keep sheets in file with the minutes.
  - d. Prepare and type the minutes and send a draft to the Executive Committee within 2 weeks of the Board meeting.
  - e. President reviews, makes revisions as needed, and returns to the Secretary within 2-3 days for the final draft.
  - f. The final copy is sent to the Executive Director for e-mailing (along with an updated Board contact information list) to Board members within 4 weeks of the Board meeting. The e-mail shall include reports and handouts distributed at the Board meeting unless determined otherwise by the President.
  - g. Provide copies of Association's Annual Business Meeting minutes to members via e-mail as requested.
2. Submit a yearly budget proposal at the time determined by the Treasurer.
3. Keep all minutes and reports on file, organized by Board meeting date, for the current and previous term of office. Reports from earlier terms will be archived electronically by the Executive Director.
4. Following the NCDA election, notify the candidates of the results.
5. Contact with incoming Secretary within 2 weeks of the announcement of election results. Invite the incoming Secretary to the last Board meeting of the current term for orientation, and answer questions as they arise.
6. Within 5 weeks of the completion of a term of office, shall file the minutes and reports of the final Board meeting, turn over the Officers' Manual and minutes and reports for the preceding two years, and archive

the minutes and reports for the former 2 year period.

Approved 6/9

Revised 7/96  
Revised 4/04  
Revised 05/09