

Board of Trustees - Secretary

Bylaws: ARTICLE VI - Duties of Officers, Section 5.

The Secretary shall be responsible for taking the minutes of the meetings of the Executive Committee, Board of Trustees and House of Delegates. The Secretary shall maintain the Association's Policies and Procedures. Approved, amended or rescinded P&P's shall be signed by the Secretary and stored as permanent records of the Association at the national office. The Secretary may appoint assistants as is deemed necessary to execute these duties. The Secretary shall be responsible for other duties as they are assigned by the President, Executive Committee or Board of Trustees.

P&P: Duties of the Secretary

- 1. PURPOSE:** To ensure proper minutes are taken, distributed to leadership, and maintained as permanent records and that the Association's Bylaws and Policies and Procedures are kept up to date.
- 2. POLICY:**
 - A. The Secretary shall be responsible for minutes taken at all Executive Committee, Board of Trustees, and House of Delegate meetings, which shall be posted to the Board of Trustees webpage no later than five (5) calendar days prior to the next regularly scheduled meeting.
 - B. The Secretary be a member of the Governance Committee and shall be responsible to maintain the Association's Policy and Procedures. Any approved Policy and Procedures shall be signed by the Secretary and stored as permanent records of the Association at the national office.
 - C. The Secretary shall communicate, or cause to be communicated; all approved Policy and Procedures to new members of the Board of Trustees and chapter presidents within 30 days of the start of their term and ensure that they are incorporated into training or by other means within 30 days of the beginning of their respective term.
- 3. PROCEDURES:**
 - A. The Secretary will work with the Governance Committee, National Committee Chairs, and Staff to ensure that established policies are implemented and shall participate in Board training. In accordance with the Bylaws, the Secretary may appoint individuals to assist with carrying out their duties and responsibilities.

- B. For the purposes of this P&P, it will suffice to meet the requirement of notification, written or otherwise, for the Chief Executive Officer under the direction of the president to send an annual email to the registered address of any individual who is to be notified as directed by this policy. Such email will be sent during the month of July stating that all information required to be distributed may be posted on the NAHU website within the time requirements of this policy and that such posting fulfills the requirements of this policy.
- C. In addition, it will be required to meet the requirements of notification, written or otherwise, for the president to send an email for each such notification to members of the Board of Trustees within the time requirements of this policy. Solely posting to the website will not adequately meet the requirement of this policy for notifying Board of Trustee members.

4. FINANCIAL IMPACT: There will be costs incurred to implement the P&P and those costs will be included in the annual budget.

STATUTORY NOTE: This section replaces Policy No. 95-02-B, which was originally adopted on February 12, 1995, and amended in 2004, 2006, 2009, 2012, 2015 and 2020. SUNSET DATE: 2023

Commentary: The primary role of the Secretary is to be responsible for the minutes of the Board of Trustees, Executive Committee and House of Delegates. In addition, the Secretary will maintain the P&Ps as well as other duties as they are assigned by the President, Executive Committee or Board of Trustees.

Additional Duties:

- Minutes: *There is a process to taking minutes. An effective way to structure the minutes is to use the minutes template as provided by staff. The Secretary may use a standard list of the Board, guests and staff members for taking the role. Once the meeting is over it is wise to prepare the draft minutes as soon as possible to avoid unclear recollections about the proceedings. When the draft is complete, send it to Brooke Willson and the president for their review and comments. Once reviewed by them, Brooke finalizes the minutes and prepares them for posting on the next month's meeting agenda.*
- Strategic Planning
- Meetings:
 - Board of Trustees



- Executive Committee
- Committees assigned per Executive Committee liaison responsibilities
- Budget Meeting (September or October)
- Annual Convention
- Capitol Conference