

**NATIONAL ASSOCIATION OF HEALTH UNDERWRITERS
POLICY & PROCEDURES**

POLICY TITLE:	Duties of the Secretary
CLASSIFICATION:	Executive
POLICY NUMBER:	95-02-B
DEPARTMENT COORDINATOR:	Executive
MOTION:	Alan Katz
DATE APPROVED:	February 12, 1995
APPROVED BY:	Board of Trustees
AMENDED:	June 2004, March 21, 2006, March 28, 2009, January 21, 2012, February 16, 2015
SUNSET DATE:	2018

PURPOSE: To insure proper minutes are taken and distributed to leadership, the Association's Policies and Procedures are kept up to date, and that the Board of Trustees and the Association follows its stated Policies and Procedures.

POLICY:

- 1) That the Secretary shall be responsible for minutes taken at all Executive Committee, Board of Trustees, House of Delegate meetings. That such approved minutes shall be posted to the Board of Trustees webpage no later than 5 days prior to the following regularly scheduled meeting.
- 2) That the Secretary shall be responsible to maintain the Association's Policy and Procedures. Approved Policy and Procedures shall be signed by the Secretary and stored as permanent records of the Association at the national office.
- 3) That the Secretary shall distribute proposed Policy and Procedures to the Board of Trustees no less than ten days prior to approval and this ten day rule may be waived by unanimous agreement of the board
- 4) That the Secretary shall communicate 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. (Refer to 95-01-EX). That the Secretary shall inform members of the Board of Trustees and the various bodies of the Association of particular duties required by these Policies and Procedures at Board training or by other means within 30 days of the beginning of his/her term.

PROCEDURE(S):

The Secretary will work with committee chairs and staff to insure that established policy is implemented and shall participate in Board training. The Secretary may subject to the agreement of the President appoint individuals to help him/her carry out their duties and responsibilities.

For the purposes of this P&P, it will suffice to meet the requirement of notification written or otherwise for the EVP 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 and 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.

In addition, it will be required to meet the requirements of notification written or otherwise for the President to send email for each such notification to members of the Board of Trustees within the time requirements of this policy and the posting to the website will not adequately meet the requirement of this policy for notifying Board of Trustee members.

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