

Section 4: The State Secretary shall:

- A. Serve as the custodian of all State Council and State Board of Directors records, books, files, seal of State Council and such other data of the Subordinate clubs as may be ordered;
 - a. All records and files shall be readily available to all members of the State Council.
- B. Serve as Secretary of the State Board of Directors and perform such other duties as the State Council and State Board of Directors may determine;
- C. Promptly transfer any received funds to the State Treasurer; and
- D. Deliver to their successor, within one week of the end of their term, all books, papers, electronic data diskettes, tapes, property and funds of the State Council in their possession.

STATE SECRETARY DUTIES

The following is information regarding instructions for mailing, distributions, etc.:

Keep a small supply of the following in your brief case at all times and available at the Board Meetings and Conventions:

- Pens, pencils, paper clips, etc.
- Letterhead and envelopes
- Cards: Sympathy, Thinking of You & Get Well
- Membership Applications
- Membership Cards & Stickers
- Receipt Book
- Past Meeting Minutes
- At Convention: Ballots in the event of a vote
- Note Pad
- Constitution & Bylaws
- Roster
- State Director Report Forms
- District Governor Report Forms
- Meeting Agenda

Mail the following via electronic or US mail accordingly

- Convention & State Board Meeting Notices & Summary of Minutes
 - TIPS Editor for March 1st, September 1st & December 1st TIPS editions
 - Web Page Coordinator
 - State Officers
- Convention Notices(90 days prior) & State Board Meeting Notices(60 days prior)
- Roster
- Constitution & Bylaws(as revised)
 - State Officers
 - District Governors
 - State Directors & Alternates
 - Standing & Special Committee Chairpersons
 - Past State Presidents & Spouses
 - Subordinate Club Secretaries
 - Web Page Coordinator
- Annual Letter requesting Roster Update and Delegates
 - Subordinate Club Secretaries

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JANUARY

You will be preparing for Convention and should have received your delegate lists and roster information from the Subordinate clubs. Take 3 copies of the delegate list to Convention for the Credentials Committee and call roll from the original list. Update the roll call with newly installed/appointed officers and chairpersons. Have minutes from last State Board meeting and last Convention available. Have blank State Director and District Governor report forms available to distribute after each report. Write a receipt for each check received and forward to the State Treasurer. Finalize the roster for printing. Update the Constitution & Bylaws(if revised). Distribute Subordinate Club Chairperson contact information to each newly appointed State Standing Committee chairperson prior to distribution of the roster.

FEBRUARY

Distribute the updated roster and revised Constitution & Bylaws as outlined above. Type the minutes and minutes summary. Prepare April State Board meeting notice. Distribute minutes summary & April meeting notice as outlined above.

MARCH & APRIL

Prepare for April State Board Meeting. Print award certificates and student membership cards for Scholarship recipients. Offer assistance to State Scholarship Chairperson as needed.

MAY, JUNE & JULY

Type April State Board meeting minutes & minutes summary and distribute as outlined above. Contact all Fraternal Organizations to obtain plaque information for each Fraternal State Convention. Order a plaque for each outgoing Fraternal Organization President containing the following data: Name of Organization, Name of Outgoing President, Title of Outgoing President and the Presentation Date. Send the plaques to the Cabrillo State President for presentation at each Fraternal Organization's State Convention. The response forms for each Fraternal State Convention are to be filled out by the State President.

AUGUST, SEPTEMBER & OCTOBER

Prepare for October State Board Meeting. Distribute meeting notices for October State Board meeting & State Convention as outlined above.

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NOVEMBER & DECEMBER

Forward annual letter to Subordinate Club Secretaries with roster information update reconcile with the State Treasurer the total number of paid members in order to fill in the number of delegates allowed for each club on each club's delegate list. Be sure to include a deadline date on the annual letter.

Order membership cards(if necessary) and membership stickers for the upcoming year. Print 1st, 2nd & 3rd place award certificates to be distributed at State Convention for the following categories: All Sports, Americanization, Civic Affairs, Membership, Publicity, Scholarship & All Around Club. Order outgoing State President's gavel plaque and gold cards for outgoing State President and State Spouse(when applicable). Order membership pin rockers for State Officers as needed.

OTHER DUTIES AS ASSIGNED

DEATH OF PAST STATE PRESIDENT OR PAST STATE SPOUSE ONLY

Upon the death of a Past State President or Past State Spouse, contact each District Governor and the Jr. Past State President. The District Governors will pass along the information in their respective district and the Jr. Past State President will contact the Past State Presidents & Past State Spouses.

GREETING CARDS

Distribute greeting cards outside of the meeting days as requested.

ONGOING CORRESPONDENCE

Respond to correspondence received throughout the year as needed. The State Council does not purchase raffle tickets from other organizations. Raffle tickets must be returned to the sending organization with a letter extending our regrets. The State Council does purchase advertisements in other organizations' convention programs. As per a past motion, the State Secretary is authorized to purchase the most inexpensive advertisement available up to a limit of \$25.00. Any advertisement in excess of \$25.00 must be approved by the State President and the State Treasurer. It is the State Secretary's responsibility to complete the advertisement form and the advertisement then send to the State Treasurer, who will forward the documentation with a check to the appropriate organization.

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The State Secretary will receive the per capita dues for each club throughout the year. Prepare a receipt and forward the receipt and check to the State Treasurer and a copy of the receipt to the appropriate Subordinate club.

Other items will occur throughout the year. You are encouraged to turn over decision making items to the State President and execution of these decisions to yourself. Feel free to contact past State Secretaries for information, advice and guidance. The most recent Past State Secretary is responsible for training you. Enjoy!!!

Jacqueline M. Austin

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