

## SECRETARY'S RESPONSIBILITIES

The following items are the responsibilities of the secretary of the Executive Board.

1. Must be present at all Board meetings and the yearly seminar to take notes and provide them to the Board of Directors and the newsletter Chairman for printing in the following newsletter.
2. All Board meeting minutes and Seminar General Meeting Minutes must be kept in perpetuity in the Secretary's book.
3. The transcribed minutes must be provided to the Board members for reading and corrections within 10 days of the Board meeting. I try to have them to the Board members no later than the following Tuesday. Once the minutes have been reviewed and commented on, they are sent to the Newsletter Chairman for publication in the next newsletter no later than the following Wednesday. I always send the chairman a copy of the unapproved minutes and send them again once they have been approved by everyone.
4. The Secretary is responsible to keep the General Standing Rules and the By-Laws up-to-date. Always provide copies to all Board members, if a change has been made. And put a copy in the Secretary's book.
5. The Secretary is responsible for sending out the Sunshine Cards to members that are in need. You will receive a notice from Area Reps and other members when a card is necessary.
6. You need to make sure that you have adequate blank card stock on hand and have them available at the Board meetings and at the Seminars.
7. You will need to keep a record of all cards that are sent out. Include date, name of member, name of group and reason for card. Make sure that you provide a copy of this list to the Newsletter Chairman at least three days prior to the next Board meeting.
8. Your expenses for cards and stamps are reimbursable. Keep copies of your slips and fill out a reimbursement form several weeks prior to the next Board meeting and send them to the Treasurer for payment.
9. I keep copies of each card sent attached to the request in case there is ever a question about what was sent and when.

You need to make up return address labels that state you are the MEOW Sunshine Card Chairman. Also make sure that you sign the card with your name and that you are the MEOW Sunshine Card Chairman.

10. You will need to give a report about the cards sent out during the quarter at the Board meeting. I always try to give a thank you also to those who present you with cards for the stash. List that on your listing of those cards sent out during the quarter.
11. When we lose a MEOW member you will need to notify the Treasurer, so that a \$25.00 donation can be made to the Scholarship Fund in the members name and also a card is sent to the family letting them know that we have given a donation in their name.