

Secretary Position Description

SCRID Bylaws 2015 § 3.b.3

Reports To: SCRID PRESIDENT

Status: Volunteer

POSITION PURPOSE

Maintain all corporate records

PRINCIPAL RESPONSIBILITIES

- Keeps complete and accurate record of the proceedings of the Board of Directors
- Supervises the keeping of all corporation records
- Publish official minutes on the SCRID website in a location designated for this purpose within five (5) days in advance of the following meeting
- Forward approved minutes of Annual Membership meetings to RID Member Services & Region V Representative within fifteen (15) days of meeting
- Forward minutes draft to members of the board and committee chairs for review within one (1) calendar week of the meeting
- Provide board of director officers and committee chairs with a printed Conflict of Interest Form and RID Confidentiality Pledge in July of each year to be signed and retained as part of SCRID official records
- Provide the following documents in electronic format to newly installed officers or newly appointed committee chairs:
 - Current SCRID Bylaws
 - Current Policies and Procedures Manual (PPM)
 - Conflict of Interest form (printed, signed and a copy retained by the Secretary) (annually)
 - Document listing website and email usernames and passwords (obtain from Website Committee)
- Maintain 501(c) 3
- Prepare annual affiliate chapter (AC) report, in collaboration with the President and SCRID Leadership in accordance with the RID PPM and Affiliate Chapter handbook:
 - Contact information for the AC Leadership
 - AC Mailing Address
 - AC Board of Directors (Names, Addresses, Positions, Term Expirations)
 - End of the FY membership list (Membership Committee)
 - Copies of letters regarding political actions (President, MALs)
 - Certified (by board or auditor) copy of financial statement (including descriptions of the source of revenue/all disbursements)
 - Copy of the IRS Form 990: Return of Organizations Exempt from Income Tax
- Attend 75% of all monthly board meetings (approximately 9 meetings per year; 3 on-site meetings, 6 video remote meetings, the schedule to be negotiated each fiscal year)
- Submit monthly report to the board of new activity and communication, minutes approval process and dates of submission to the board and RID member services
 - Attend the annual membership meeting
 - Submit an annual report summarizing significant activity
 - Respond to emails weekly, or more frequently

- Respond to time sensitive communication within 24 hours, or sooner, if possible
- Estimated time commitment: 5 hours/monoth

Required qualifications:

- SCRID voting member in good standing for at least one year at time of election or appointment;
- RID voting member in good standing at time of election or appointment;
- Ability to use web-based email and other online resources, internet access
- Experience as Secretary or motivation to learn;
- Good written, verbal & ASL/PSE communication skills;
- Sensitive to member needs;
- Public speaking skills

ABILIBTY TO:

- Interface in a mutually cooperative way with SCRID members, Board and volunteers;
- Work as part of a team with others;

Time Commitment (approximations):

- Attend Board meetings – 2 hours per month
 - Create minutes 1 hour per month
 - Correct approved minutes, submit to RID – 30 minutes per month
 - Responding to inquiries – 1 hour per month
 - Create monthly secretary report – 1 hour per month
 - Miscellaneous duties – 1 hour per month
- Total approximate commitment – 6.5 hours per month**

RID Document Submission Policy

Document	Due Date	Submit to:
All Bylaw and Policy and Procedure amendments	As Occurs	RID Director of Member Services & Region Representative
Changes in contact information for any of the following: a) AC Mailing Address b) AC Board of Directors (Names, Addresses, Positions, Term Expirations) c) AC Newsletter Editor (Name, Address) d) AC CMP Coordinator (Name, Address)	As Occurs	RID Director of Member Services & Region Representative
One copy of each AC newsletter (hard copy or electronic)	As Occurs	RID Director of Member Services & Region Representative

Minutes of all meetings (Executive Board of Directors and General Membership)	15 Days after meeting occurs	RID Director of Member Services & Region Representative
Letter stating any tax-related changes within the AC (Names, Addresses, Local Chapters)	As Occurs	RID Director of Member Services & Region Representative
Copy of current membership listing (names only) (Obtain from Membership Committee)	October 1 st & April 1 st	RID Director of Member Services & Region Representative
*IRS Form 990: Return of Organizations Exempt from Income Tax (Obtain from Treasurer)	Within 90 Days After End of the AC Fiscal Year	IRS
Annual Report (Obtain from President)	Within 90 Days After End of the AC Fiscal Year	RID Director of Member Services & Region Representative

*SCRID’s non-profit status is officially under RID’s Non-Profit Status. An I-990 postcard is required to be submitted to the IRS and the confirmation notification must be included in the Affiliate Chapter Annual Report.