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

**Ability 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

<table>
<thead>
<tr>
<th>Document</th>
<th>Due Date</th>
<th>Submit to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Bylaw and Policy and Procedure amendments</td>
<td>As Occurs</td>
<td>RID Director of Member Services &amp; Region Representative</td>
</tr>
</tbody>
</table>
| 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 |
<p>| One copy of each AC newsletter (hard copy or electronic) | As Occurs      | RID Director of Member Services &amp; Region Representative |</p>
<table>
<thead>
<tr>
<th>Task Description</th>
<th>Timeframe</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minutes of all meetings (Executive Board of Directors and General Membership)</td>
<td>15 Days after meeting occurs</td>
<td>RID Director of Member Services &amp; Region Representative</td>
</tr>
<tr>
<td>Letter stating any tax-related changes within the AC (Names, Addresses, Local Chapters)</td>
<td>As Occurs</td>
<td>RID Director of Member Services &amp; Region Representative</td>
</tr>
<tr>
<td>Copy of current membership listing (names only) (Obtain from Membership Committee)</td>
<td>October 1&lt;sup&gt;st&lt;/sup&gt; &amp; April 1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>RID Director of Member Services &amp; Region Representative</td>
</tr>
<tr>
<td>*IRS Form 990: Return of Organizations Exempt from Income Tax (Obtain from Treasurer)</td>
<td>Within 90 Days After End of the AC Fiscal Year</td>
<td>IRS</td>
</tr>
<tr>
<td>Annual Report (Obtain from President)</td>
<td>Within 90 Days After End of the AC Fiscal Year</td>
<td>RID Director of Member Services &amp; Region Representative</td>
</tr>
</tbody>
</table>

*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.*