

**Operations Worksheet 4 – Secretary**  
(Reviewed/Revised March 2013)

1. The Secretary is a Director of the Corporation, along with the President, 1st Vice President, 2nd Vice President, and Treasurer; and also is a member of the Executive Committee. The Secretary The Secretary must be familiar with those parts of the "Council and Chapter Policies and Procedures Guide" that pertain to the Secretary's responsibilities. Duties are as follows:

2. Notifications

Provide members with timely written notification of all annual, regular, and special chapter meetings, generally by means of chapter newsletter. Provide board members with timely written notification of all meetings of the board of directors, which may be done by newsletter or email notification. Work in coordination with the Chapter President in developing and providing agendas for all meetings.

3. Minutes.

Prepare and submit for modification or approval minutes for the monthly Executive Committee Meetings, normally the first Monday of each month, Chapter Luncheon Meetings, normally the third Friday of each month, and Board of Directors meetings when called by the President.

4. Files.

- a. Maintain official Chapter files, to include approved minutes, MOAA's Affiliate, the Chapter Newsletter, presidential and secretarial correspondence to include letters of condolence prepared for the President.
- b. Keep a record of the locations of files and correspondence that are the responsibility of the Treasurer, the Program Chairman, the Membership Chairman, the Newsletter Editor, the Law Officer, and other Chapter members who are authorized to create and/or process communications. Since each of these officers/chairmen keep their own files and records, the Secretary will request at the beginning of each new office term that those officers/chairmen listed above forward, to the Secretary, the specific location of these records.
- c. As repository for the files described above, be prepared to act as information coordinator.

5. Correspondence.

- a. Accomplish correspondence directed by the President, such as letters to auxiliary members and requests for information from outside sources.
- b. In conjunction with the Database Manager, ensure that the names and positions of newly elected and/or appointed officers are provided to relevant organizations such as MOAA headquarters in Alexandria, VA; and the staff of the Florida Council of Chapters of MOAA.

## 6. Postal.

- a. In conjunction with the Database Manager, monitor the Chapter's Post Office Box (presently at the St. Pete Beach Station, Box 66767 weekly or more often, to include picking up mail and directing it to addressees, transmitting ballots to the Canvassing Committee, advising the Treasurer of box rental due, and informing the President in timely manner of items requiring attention.
- b. Maintain an adequate supply of Chapter official stationery. In so doing, individual expenditures of up to \$25 may be reimbursed by the Treasurer upon presentation of receipts. Expenditures above \$25 must be approved by the President.

## 7. Memorials.

Upon the death of a Chapter member, the Secretary will ensure that the Chair of the Memorial Committee notifies the Next of Kin that the Chapter sends a small memorial donation to the Chapter's Help Our Troops (H.O.T.) program in memory of the deceased.