# cscr logo final.jpg

# CSCR Board of Directors

# Title: Secretary

**Primary Purpose:** Perform secretarial duties as needed to support CSCR

**Reports To:** The President and Board of Directors CSCR

**Serves:** A two-year term.

Appointed by the Board of Directors on “even” years.

**Requirements**: Current CSCR Member

 Attend all Executive and Board of Director’s Meetings or Conference Calls

 Attend Annual Educational Conference and membership meeting

 Working knowledge of word processing and computer use

 Member of the Executive Committee

**Principle Duties:**

**I. Board of Directors meetings**

 A. Reports

 1. Prepare written report reflecting activity to date for Board meetings.

 2. Summarize activities at the annual State Membership meeting.

 B. Other Board Responsibilities

 1. Is available for the Speaker’s Bureau

 2. Perform other duties as requested by the CSCR President and Board.

**II. Secretary specific activities**

 **A. Minutes**

 1. Record, distribute and maintain minutes of all Board of Directors and

 Executive Committee meetings

 2. At least 1 week prior to Board Meetings distribute to all Board members

 a. Rough draft of the previous meeting minutes

 b. Proposed agenda for up coming Board meeting,

 c. Request for all reports to be disseminate prior to the meeting

 d. Request for all non-position specific agenda items

 e. Request for all financial expenditure requests

 3. Maintain a hard copy of approved minutes and reports from State Executive and

 Board Meetings for a minimum of 7 years

 4. Record minutes from annual Membership meeting

 a. Bring at least 50 copies to the following Annual membership meeting for

 review and approval

**B. Board of Directors Communication Roster**

 1. Maintain current communication information for all Board members

 2. Keep an updated list of Board member mailing, E-Mail addresses, phone

 and FAX numbers from home and work.

 3. Distribute updated list to Board members at each Board meeting.

 **C. Position Reports**

 1. Request and compile reports from all Board members prior to each Board

 meeting

 2. Send out all compiled reports to all Board members at least 5 days prior to the

 meeting.

 3. Bring additional hard copies for use during Board meeting.

 **D. Board of Director’s Notebooks**

 1. Assist in reviewing and updating of the information that goes into the Board of

 Director’s Notebooks (done every 3 years)

 a. Coordinate the printing and dissemination of the new documents

 2. Bring updated information to the Annual Change-over Board Meeting

 3. Purchase new notebooks and dividers as needed

 5. Maintain an electronic copy of all current information found in the Board of

 Directors Notebook

 **E. Bylaws**

1. Assist the President and President elect to review and update the Bylaws (done every 3 years)

 2. Distribute any updated or changed Bylaws

 **F. Job Descriptions**

 1. Assist with the review, updating and re-printing of all CSCR Job Descriptions

 **G. Take requests for CSCR stationary and envelopes.**

**H. Create, prepare, and mail correspondence to membership as needed.**

 **I. Maintain historical records and pertinent documents.**

 **J. Maintain minutes from Regional and Committee meetings as provided.**

 **K. Maintain copies of all current forms/documents used by the organization.**

 1. Record updates to any documents/forms with revision dates at the bottom of

 each document/form