



# National Council of Corvette Clubs, Inc.

Incorporated 1960

## Job Description



**SECRETARY** (elected at the Nov meeting in ODD years, term of office covers a two year period 2004-2005; 2006-2007 etc.)

The Secretary shall attend all meetings of the Executive Board of Governors, and the general membership and shall record the minutes of such proceedings. The Secretary shall perform such other duties as may be prescribed from time to time by the President of the Board of Governors. The Secretary may delegate duties, powers and responsibilities to one or more assistant secretaries unless such delegation shall be disapproved by the Board of Governors.

Specific responsibilities include:

Sending out information on Proxy voting to the RE's. This is done in December in preparation for the upcoming year.

Distribute the mailing list of every club governor, Regional officer, and National officer. This should be ready for distribution at the first annual meeting. The information is obtained from the VP of Membership. This list is then changed/updated as necessary.

Preparation of the "In attendance sheets" is compiled at the beginning of each year. This includes E-Board sign in sheets for the Friday afternoon meeting, E-Board sign in sheets for the Saturday morning meeting, NCCC Governors sign in sheets (25), and sign in sheets for the Regional Executives (5), Regional Competition Directors (5) and Regional Membership Directors (5).

Other forms that need to be prepared throughout the year include:

Governors meeting voting worksheets

Motion forms

Proxy vote/Attendance Forms

Ballots

Vote counting sheets

Teller Committee worksheets

Mailing out and or providing NCCC stationary and/or envelopes to NCCC officers at their request.

Governors Meeting and Executive Board Meetings - Preparation of material for the meetings. This includes printing, and typing of last minute proposals, attendance sheets for the various committee meetings as well as for the Governor's meeting.

Duties while at Governors/Executive Board Meeting:

Tape the entire meetings and take notes to fill in the necessary information in order to type up the Minutes.

Attempting to get the correct spelling of names is very important.

Paying attention to the information being presented, and being able to voice a constructive opinion when necessary. Voting on the issues may also be necessary.

Keeping a sheet to record those who are in attendance at the Executive, Regional, and Governor level.

Checking in Proxy ballots offered by the REs. These need to be checked to insure proper coverage by the Region.

Verification of the Governors in attendance must be done in a timely manner with those of the proxy. This is of utmost importance in the case of a vote on the floor of the Governors.

Brief visits at the Regional meetings to answer questions and solve problems have proven to be very beneficial. At this time you can also collect any Proxy's that the RE's have.

#### PUTTING TOGETHER THE MINUTES

Review of the tapes and any written information must then be put together in the form of the minutes. This includes the various minutes submitted by the RMD, RCD, RE, Finance and Charity committees. Also included will be financials from the Treasurer, FCOA membership report, VP of Membership report as well as other various attachments. The minutes are then mailed via paper to those that request paper copies and e-mailed to those that request email. It is important to keep an updated list of preferences for the mailings.

**SPECIAL EVENTS** Stuffing and preparing pamphlets for other NCCC activities (By-Laws, Voting, Trinket Boutique, Time Trials visit, etc.)

**OTHER DUTIES** The secretary must have available at the meetings the tapes from the minutes of the past two years as well as the copies of the minutes from the past two years in their possession.

The Secretary is also the keeper of the archives of NCCC. This includes complete copies of all of NCCC business since its beginning. Several copies of each *Blue Bars* are also included. The actual sign up sheets, motions, and proxy forms are also in file. At present time this information occupies some **14** boxes.

#### QUALIFICATIONS

A general knowledge of NCCC is necessary.

Must possess the time needed to complete the necessary tasks.

Must be punctual and self motivated.

Should be able to think logically.

Should attempt to publish the E-Board and Governor's meeting minutes within two weeks of the meetings.