

Officers & Board Members will make a reasonable effort to attend GSDA Events

## Secretary

upd: 2019-07-08

Position Summary: This position is the external and internal Administration face of the club. The address there of shall be the official address of the club for day to day club business and membership activities.

Responsibilities include, but are not limited to . . . (and may be delegated as applicable)

- Coordination and management of official documents and asset inventory
  - Safe keeping, archival, and distribution to appropriate party as required
    - electronic documents, physical documents, inventory list of physical assets
- Oversee the nomination and voting process for the annual election of officers
  - Official process to be determined; ballot forms – creation, distribution, return-receipt tally
- Membership administration
  - Distribute annual membership drive information
  - Receive and maintain membership application, renewal, and cancellation information
  - Distribute updated membership information as applicable
    - Points Secretary, Web Master, Others as applicable
- Coordinate official membership meetings and Board meetings
  - Solicit meeting agenda items from the Board and/or membership
  - Produce and distribute to the attendees an agenda prior to meetings
  - Distribute prior meeting minutes to the Board before the next meeting
  - Record minutes of meetings
  - File the ‘approved’ meeting minutes
- Receive and process Event Host requests for GSDA points.
  - Distribute request info to Board Members for yea/nay on requested
  - Tally Board Members responses to the requested
  - Coordinate any discussion about the request if applicable
  - Notify the Event Host, the Web Master, and the Board Members of the Boards decision
  - Notify the Event Host of their responsibilities of becoming a GSDA points event
- Receive and process Event Host Score Board Results for GSDA points.
  - Ensure the received results meet the GSDA information requirements, if they do . . .
    - File the Event Host Score Board Results
    - Distribute the Event Host Score Board Results to the Points Secretary
    - Notify the Event Host that the information has been received and is being processed
  - Ensure the received results meet the GSDA information requirements, if they do NOT . . .
    - Notify the Event Host that the information is not adequate and please re-submit for further consideration
- Accept and process incoming receipts (income) to the club
  - Record Incoming Receipts (i.e. Memberships, Entries, Fund Raising)
  - Revenue (checks, cash, etc.) shall be given to the Treasurer with summary documentation
  - Coordinate trial event entries with the Trial Secretary

< end of Secretary Description >