

WFFC OPERATING PROCEDURE

Number 401

Revision Number: E

Date: Nov. 16, 2005

SUBJECT: Secretary's Responsibilities and Duties

Don Simonson
ORIGINATOR

RESPONSIBLE OFFICE: Secretary

AFFECTED OFFICES: President
Fruit & Flowers Chairman
Creel Notes Chairman
Librarian
Publicity Chairman

APPROVAL (Resp. Officer)

APPROVAL (President)

REFERENCE: ¹WFFC Bylaws, Article IV, Section 3. D

I. PURPOSE:

This procedure provides guidance for the WFFC Secretary in performing his duties.

II. SCOPE:

This procedure applies to activities carried out by the WFFC Secretary.

III. REQUIREMENTS:

A. Background: The WFFC Secretary is the officer responsible for record keeping and club correspondence. Acting through the Board of Trustees, the Secretary is responsible for accurate record keeping of meetings, events and activities as prescribed by the WFFC Bylaws and by the Board.

B. Procedures: For the following WFFC activities, the Secretary shall:

1. Board Meetings: Record the minutes of the monthly Board meetings and provide a final draft to the President in time to be distributed to all Board members prior to the following Board meeting. Distribute Board meeting agenda and minutes of previous Board meeting.

2. Membership Meetings: Record and file in his control book any notable events and Club decisions voted on during the membership meetings.

3. Library Operations: Oversee the Club library. He should get involved if the Board agrees that additional advice and counsel is needed to assist the Club Librarian.

4. Publicity Activities: Ensure that the proper procedures are being carried out by the Publicity Chairman to ensure Club initiated functions are announced to the media within the proper time frame.

5. Fruit & Flowers: Interface with the Fruit & Flowers Chairman to ensure members are being remembered during times of illness and sorrow.

6. Records: The following records should be maintained (in both digital and hardcopy form when possible) by the Secretary:

a) General

- Articles of Incorporation (Backup Copy)
- Constitution and Bylaws (Reference Master)
- Operating Procedures (Reference Master)
- List of Officers, Trustees & Committee Chairs (Reference Master)
- Minutes of Board Meetings (Reference Master)
- Club Inventory (Backup Copy)

b) Meetings

- Elections (Reference Master)
- Decisions (Reference Master)
- Other noteworthy activity (Reference Master)

c) Membership

- Membership Database (Backup Copy)
- Current Roster with updates (Backup Copy)
- Membership Application Form (Backup Copy)

d) Treasurer

- Budget (Backup Copy)
- Quarterly Backup of Check Register

e) Other

- Creel Notes (Backup Copy)
- Website Files (Backup Copy)

Club logo; artwork for stationery, brochures, etc. (Reference Masters)

IV. RESPONSIBILITIES:

A. Secretary: The Secretary shall be directly responsible to implement the requirements of this procedure. To this end, he shall be responsible for recording, safekeeping and publishing of club documents. The Secretary shall be the recorder of the WFFC to ensure that all official actions of the WFFC are documented and archived as necessary.

B. President: The President shall be responsible for the review and approval of all minutes and other documents that are placed in permanent Club archives or that will otherwise be published as Club actions and or policy.

¹ Corrected Reference