

**POLICIES AND PROCEDURES**

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**July 2016 Policy No. 3**

**Officer – Secretary Page 1 of 1**

**POLICY**

The principal duty of the Secretary is to keep legal minutes, record official election results and votes of the Association and the Board of Directors including e-votes taken electronically, and handle official correspondence for the Association.

**PROCEDURES**

The Secretary shall perform the following duties:

1. Record minutes of all meetings of the Board of Directors and send a copy to all Board and standing committee members within two days following the board conference call, and updated/corrected copies within 4 days of the call.
2. Record minutes of the Annual Meeting and send a copy to all Board and standing committee members within one week following the meeting.
3. Keep all files recording the approved minutes, and all other reports and records of the Association, except the Treasurer’s file.
4. Receive, count and report results of all actions taken by e-mail, mail and/or phone as required.
5. Report voting results to the President who will immediately inform the members of the Board of Directors.
6. Write letters of thanks for all donations of a special nature to the Association.
7. Write thank you letters on official letterhead to guilds and shows that have used a NACQJ Judge to judge their show. The request for the letter to be sent must come from each individual judge.
8. Prepare official correspondence as required by the Board of Directors.