

**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 prepare official correspondence for the Association. The Secretary must be a NQA/NACQJ Certified Judge in good standing.

**PROCEDURES**

The Secretary shall perform the following duties:

1. Record minutes of all meetings of the Board of Directors, send a copy to all Board members within two days following the board meeting, and send updated/corrected copies to all members within 4 days of the meeting.
2. Record minutes of the Annual Meeting or appoint a designated representative and send a copy to all members within one week of the meeting.
3. Keep all files recording the approved minutes, and all other reports and records of the Association, except the Treasurer’s file and individual CJ files managed by the CJ Coordinator.
4. Receive, count and report results of all actions taken by e-mail, mail and/or phone as required.
5. Write letters of thanks for all donations of a special nature to the Association.
6. Prepare official correspondence as required by the Board of Directors.
7. Communicate to the webmaster all changes to be made to the NACQJ website, other than Candidate and CJ contact information, which are to be provided to the webmaster by their respective coordinators.
8. Write thank you letters to Partner Shows for allowing NACQJ to participate at their judging.

 Refer to Travel P and P for reimbursement eligibility for travel to Partner Show