

## LITPC POLICY STATEMENT

Subject: Duties of the Secretary

The Secretary of the LITPC is an integral office for the smooth running of the organization. The Secretary interacts with all the other Board members and committee members appointed by the President.

Responsibilities include:

1. Assist the President in the preparation and distribution of the Board meeting agenda.
2. Prepares and maintains minutes of all Board meetings and the annual meeting and then distributes those to Board members.
3. Coordinates emails for electronic voting when necessary.
4. Attends some committee meetings and prepares and distributes the minutes where appropriate (examples – Scholarship Committee and Finance Committee)
5. Maintains the annual letter or statement attesting to the review of organization's financial records for the year.
6. Updates and maintains the LITPC policy manual as changes are adopted by the Board of Directors.
7. Maintains the inventory of the Life Member pins, Hall of Fame pins and the Hall of Fame Medallions.
8. Keeps the corporate documents, articles of incorporation and tax documents.
9. Purchases an appropriate gift for the outgoing President.
10. Additional duties are currently associated with the Scholarship Committee:
  - a. Send emails to all Pin Trader Clubs in December as a reminder of the March first deadline for submitting applications.
  - b. Collect finalist applications scan these and emails them to the committee for voting.
  - c. Tabulates the votes to determine the winner (s).
  - d. Announces the winner (s) at the Annual Meeting.
  - e. Contacts the winner (s) with instructions and obtains permission to place a bio and photo in our newsletter.
  - f. Sends an email in December requesting transcript to confirm the completion of their first semester and then notifies the treasurer to issue checks.

\*\*\*\* Nothing Follows \*\*\*\*

Policy adopted: 13 October 2019