The secretary is elected or appointed annually and reports to the President. The Secretary is a member of a Chapter’s Board of Directors. Specific responsibilities are based on individual Chapter Policies and requirements. The job of the secretary differs from chapter to chapter but the bottom line is you are a legal officer of your local corporation and your job is critical to the success of your local chapter.

The position of secretary is a very important one as you are the **official record keeper** for your chapter.

Keeping records is more than just taking minutes, it is about making sure you have all of the legal documents required and have a detailed account of what happens throughout the year in your local chapter. In effect, you are the historian for that year.

**SECRETARY:**

**Basic Guidelines review your chapter bylaws for duties specific to your chapter.**

SECRETARY Job Description and Expectations:

*Definition* - A person, usually an official, who is in charge of the records, correspondence, minutes of meetings, and related affairs of an organization, company, or association.

*Term* – January 1 or at time of appointment – length of term is one calendar year

*General*

• This is a voting position on the Board of Directors

• Must be a member in good standing (dues paid)

*Attendance*

• Attend all General Membership Meetings

• Attend all Executive Board of Director Meetings

• Attend all Board of Director Meetings

• Attend State Conventions

*Duties*

• Keep an attendance record of the regular Board of Directors Meetings

• Assist the President in determining whether a quorum exists at all regular and special meeting of the Board and at General Membership Meetings

• Maintain a current copy of Policy and provide such for reference at any of the Chapter’s meetings

• Assist and/or manage internal communications (newsletters, etc)

• Other reasonable and position appropriate duties as assigned by the President

*Optional Duties*

• Attend USJC or JCI conventions or programs

**The Secretary’s main function is to take care of all written documents of chapter activities**, keeping them in an accurate manner, including meeting minutes, agendas, newsletters, and correspondence. **The Secretary works with all Board members in an effort to provide important chapter information to members**. Because of this unique position, the Secretary is able to keep his or her finger on the pulse of the chapter. Working with the Treasurer, **the Secretary also maintains accurate chapter records, including the membership rosters** (if directed by President). The Secretary leads by example, by communicating with members, working on selected projects and by being involved in the recruiting process.

**The Secretary will:**

 Keep accurate minutes of the business transacted at all Board of Directors Meetings, General Membership meetings and any special meetings of the chapter.

 Count votes, when necessary, at chapter Board and membership meetings.

 Prepare the agenda for all general membership meetings under the supervision of the President.

 Maintain calendar of events

 Handle and keep copies of all outgoing chapter correspondence.

**Staying in compliance with state law:**

Each chapter must file a **change of resident agent with the state of Michigan** at the start of each year. The local chapter secretary is responsible for making sure this takes place and also must keep a copy of the document on file at all times. See below for more info.

**Meeting Minutes and Agendas:**

Each of your local chapters is its own corporation and as such must keep the necessary records on file.

Meeting agendas and minutes are considered part of the records needed on file at all times. The local chapter secretary is responsible for making sure that both digital and hard copies of these documents are kept.

**Project Management Guides/Chairperson Planning Guides:**

The Secretary will also need to keep hard copies of all PMG’s/CPGs. Another suggestion is to also keep them in an electronic storage format so that it is easy to hand off to the next person.

**Chapter records**:

Maintain and update the chapter roster Work with the Membership Vice President to maintain the official chapter roster and possibly the membership prospect list.

**Assist in creating official correspondence:**

The local chapter secretary should be available to assist the president in writing and editing correspondence that is sent out from your corporation. These documents should also be kept on file at all times….suggest both electronic and hard copy.

**Chapter Communication:**

Update and manage Newsletters, Google/Yahoo groups, postcards, calendar of events, new member welcome letters, and other documents as used by the chapter.

**Board of Directors:**

The secretary should assist the president by sending out meeting reminders, meeting minutes and agendas, any and all assigned tasks given to board members during official meetings.

**General Membership:**

It is very important for all general members of our local chapters to feel a part of the big picture.

The secretary should be making sure that all general members have access to all meeting minutes from both Board and General Membership Meetings.

**Help work with your chapter’s legal counsel**:

If you don’t have one you can work with MIJC Legal Counsel for the changes to the following items:

* Review of your chapter’s by-laws and policies
* Chapter incorporation and agent
* Chapter insurance – additional insured and insurance riders (provided by MIJC)

Review your chapter’s by-laws and policies. Some by-laws and policies will require the chapter secretary to create and maintain a binder with agendas, minutes, contracts and project PMG’s/CPGs.

Articles of Incorporation and Annual Corporation Updates –Articles of Incorporation are legal papers that give the organization recognition by the Michigan Department of Labor and Economic Growth (DLEG) as an incorporated entity. The original papers are only submitted once, but the DLEG requires organizations to update their organizational information annually. Update forms are due back by October 1st each year. The cost is $20.00. Amendments to the Chapter’s Articles of Incorporation must also be processed through this office. Your Chapter’s current

Articles of Incorporation and Annual Update filings can be viewed on the Michigan Department of Licensing and Regulatory Affairs website. www.mi.gov/lara

Change of Registered Office and/or Resident Agent Form –

A Resident Agent address is a physical location and must include number, street, city and zip code. The route, suite, or apartment number must also be included if applicable. This address must be in Michigan and cannot be a post office box. The organization is required to have a street address on file even if it has a P.O. Box. The Chapter President’s address is usually used.

**Resources:**

These resources are for you, utilize them and ask questions whenever you need to. The Secretary

position is so important to your chapters and my job this year is to make sure that each and every one of

you has the tools and resources you need to do your jobs to the best of your ability.

* Michigan Jaycee Website: – www.jcmi.org – Members Area – Document Library
* Michigan Jaycee Website – Members Area – The Book – Secretary Section
* US Jaycee Website: www.jciusa.org – Members Area – The Book
* Junior Chamber International – www.jci.cc
* Michigan.gov website – www.michigan.gov – Non Profit – Under Department of Labor
* Past Michigan Jaycee Secretary’s – Michigan Jaycee Website, under Past State Board of
* Directorsa
* Your fellow local secretary’s – Local Board Directory under the Members Area on the Michigan Jaycees Website
* Michigan Jaycees 2018 Board of Directors – contact information under the Members section on the Michigan Jaycees Website.
* Past Secretary’s from your home chapter – these individuals can be your biggest resource as
* they have been in your exact shoes.
* Speak with your local chapter president about what makes sense for your chapter. Make sure you are on the same page with him or her and that you are fulfilling the responsibilities that the President and the chapter expect of you.

**Excerpt from MIJC Bylaws on Secretary Position:**

**Section 5.140 -- Secretary**

The Secretary shall keep the minutes of the proceedings of the Corporation and the Board of Directors in one or more books to be kept for that purpose. The Secretary shall conduct all official correspondence, and shall have the custody and preserve all records, documents, communications, and property not assigned to another Officer. The Secretary shall also serve as the historian for the Michigan Jaycees. The Secretary shall perform any other duties and responsibilities as may be assigned by the Bylaws or Policies of the Michigan Jaycees, the Board of Directors, or the President.