

## Secretary



**TIP: Consider finding a Membership Coordinator to help with paperwork... see next section.**

- ▶ Is elected by Sponsors with input from the Nominating Committee.
- ▶ May NOT serve as DC/Jt-DC simultaneously OR be from the same family!
- ▶ Is a Sponsor of the club.
- ▶ Maintains accurate information on each member.
- ▶ Maintains a current list of Sponsors of Record.
- ▶ Is familiar with USPC National Bylaws, Bylaws of Regions and Registered Clubs and policies of both their region and local club.
- ▶ Sends notice of all Sponsors' Meetings, including Annual Meeting of Sponsors.



**REMEMBER: The Regional Supervisor must be invited to all Sponsors' Meetings and has the right to attend all meetings.**

- ▶ Notifies members at least a month in advance of the beginning of scheduled activities each year.
- ▶ Calls Special Meeting of Sponsors in accordance with the USPC Bylaws of Registered Clubs. Notice of this meeting must state time, place and business to be transacted at such Special Meeting. It must be mailed or delivered to each Sponsor in accordance with the requirements for an Annual Meeting of Sponsors.
- ▶ Records minutes of each Sponsors' Meeting, Special Meeting, and the Annual Meeting of Sponsors. The RS should receive a copy of all Sponsors' Meeting minutes. The National Office should receive a copy of the minutes of all Special Sponsors' Meetings, the Annual Meeting and any meeting where club status or officer changes were made.
- ▶ Maintains appropriate files and records.
- ▶ Is responsible for general correspondence of the club.