



National Officer Position

Secretary

Description:

The Secretary is one of the highest-ranking elected volunteer leaders within SCC.

Term:

The Secretary position is a two (2) year term.

Time Commitment - HIGH:

Approximately two to three (2-3) hours per week. Includes monthly Officer call; three face to face meetings of 1-2 days each; two quarterly Board teleconferences; and Annual Meeting attendance.

Travel:

Some industry event travel required; reimbursement is available for individuals whose companies cannot financially support it.

Secretary (2-year term; must be a General Member in good standing)

The Secretary shall perform all such duties associated with the office of Secretary of a non-profit under the laws of the State of Delaware including, but not limited to:

- A. Keep minutes of the meetings of the Board of Directors and the Executive Committee and the business meetings of the Voting Members.
- B. Oversee custody of and safeguard the Certificate of Incorporation and any other corporate documents of the Society.
- C. Oversee the election process and certification of ballot results.
- D. Record and communicate to the members all resolutions of the Board of Directors or any such other information as the Board of Directors, the Executive Committee or the President shall direct.
- E. Serve as the Chairperson of the Membership Affairs Committee and other committees, task forces or advisory groups as requested or directed by the President.
- F. Have such other powers and duties incident to the office of Secretary and prescribed by the Board of Directors, the Executive Committee, or these Bylaws.