

Secretary

The NACDEP secretary position is a one-year term that begins at the Annual Meeting. The Secretary participates in Executive and Board meetings as a voting member and is responsible for ensuring that accurate and sufficient documentation of decisions exists to meet legal requirements.

Key Documents

The Secretary maintains and/or oversees the preparation of the following documents:

- Records meeting minutes (executive committee, board, annual); as well as updates to the bylaws and the policies & procedures handbook.
 - Minutes should have the date, time, location of meeting; a list of those present and absent; and enough information to help absent directors and members understand what issues were discussed and what decisions were made.
- Ensures document accuracy
 - Email draft documents to board president for review
 - Post draft documents to <https://nacdep.memberclicks.net> for board member review
 - Review draft documents with board members at monthly meetings
 - Makes approved documents available
 - Work with management firm to post approved documents to <http://www.nacdep.net/document-library>

Special Responsibilities

Nominations

- Works with the Nominating Committee and the Management Firm to develop an electronic election ballot to be submitted to eligible members for voting as described in the Bylaws, Article IX and the Policies and Procedures Handbook. The Past President will have a slate of candidates to present to the Secretary for the creation and distribution of a ballot prior to November 15.
- Continues to work with the Management Firm to tally and report on the election results.

Policies & Procedures Handbook

- Chairs a meeting of the Resolutions and Policies Committee (President, Past-President, and Secretary) two months prior to officers changing positions to ensure that the NACDEP Policies and Procedures Handbook is current and consistent with all recorded passed resolutions of the Executive Committee during the course of the past year.
- Works with the committee to review existing policy statements, identifying any:
 - Inconsistencies with the Policies and Procedures Handbook
 - Inconsistencies between the Bylaws and the Policies and Procedures Handbook
- Presents inconsistencies to the Executive Committee.
- Works with the committee to present any new policy statements for consideration at the Annual Meeting.
- Works with the committee to notify members of the opportunity to propose amendments to the Bylaws at least 30 days prior to any proposed amendments being sent to members as specified in the Bylaws.

Membership Lists

- Works with the Management Firm to provide a complete list of paid NACDEP members to the Executive Committee one week prior to its March meeting.

Management Firm Supports Provided

- Posting and maintaining records.
- Managing the electronic ballot and board nomination process.
- Managing the member database, membership renewals, dropped members, and prospective members (ensures eligibility to vote).
- Preparing election and membership reports for the Board.

Schedule

Annual Meeting

- Transition to new secretary if applicable.
- Update Bylaws if any changes were amended during the Annual Meeting.
- Post approved annual meeting minutes from the prior year to the website.
- Sign Conflict of Interest Form
- Submit draft minutes of the Annual Business Meeting for posting on the website within two weeks of the date the meeting was held.

Throughout the Year

- Online Board Meetings (third Friday of the Month, noon eastern time)
- Record meeting minutes and provide a draft for review within two weeks of the date the meeting was held. The Secretary will submit meeting minutes for posting on the website within two weeks following approval of the minutes.
- Participate as a voting member. September – Board Retreat
- Record Meeting Minutes (Decisions).
- Participate as a voting member. September – Document Review & Purge
- Annually within 90 days of the end of each calendar year, NACDEP records will be reviewed and appropriate records purged – when action is completed it will be reported to the Executive Committee by Management Firm. The Secretary provides oversight of all non-financial documents.

November: Board Officer Nominations

- Work in partnership with the Management Firm to certify the eligibility of nominees, and coordinate the election process

February/March: Membership Reports

- Work with the Management Firm to provide a complete list of paid NACDEP members to the Executive Committee one week prior to its March meeting. This list will include the name, address and contact information, and the type of membership for each paid member. A second list will be prepared for the Executive Committee that contains the aforementioned information of past members who did not renew their membership.

March/April: The Committee on Resolutions and Policy

- Meet once a year (two months before the Annual Meeting) to update Bylaws and Policies & Procedures Handbook.

April/May: Prepare for changeover of the Board of Directors

- Conduct an annual review of meeting minutes and bring forth any conflicts or needed changes in the Policies and Procedures Handbook at the meeting of the Executive Committee preceding the changeover of the Board of Directors.