

SECRETARY

Job Summary

The club's Bylaws define the Secretary position responsibilities as:

“The Secretary shall keep a record of all meetings, keep a roll of all members, carry on all correspondence, read communications at each regular meeting, and provide advance notice of all regular meetings to the membership”

Over the many years of the club's existence, it became customary for the use of a volunteer **Membership Coordinator** to keep and maintain the club membership roll and to report on membership status at each regular meeting of the membership. A number of specific duties and responsibilities of the Secretary have evolved over the years and are enumerated below.

Primary Duties and Responsibilities

1. Participate in board of director meetings held each month at 1 pm on the Saturday before the general membership meeting that is held on the 2nd Wednesday of each month.
2. Prepare and distribute agendas before each club meeting and publish meeting minutes after each meeting.
3. Actively participate in the setting, enforcing, and reviewing the club's operating procedures and policies.
4. Actively participate in the annual preparation of a club operating budget for the coming fiscal management year (Oct – Sep). Budgets are prepared, reviewed, and established during the July and August meetings of the Board of Directors.
5. File the corporate “Annual Report” each year with the Florida Secretary of State as required by law (due in January and late on March 1st).
6. Act as FCC / ARRL Trustee for the club's call sign (W4AC) and for the operation of the club's repeaters. (as of 2023 the President temporarily is Trustee)
7. File the TARC annual IRS Nonprofit Corporation Income Tax return. (currently a simple postcard filing with revenues less than \$50,000).
8. Ensure that the TARC profile information with ARRL as an affiliated club is maintained in a current and up to date manner.
9. Maintain a current listing of all club online accounts used by any club member in conducting the business of the club to include URL, username, password, secret questions, account numbers, etc. such that another club member can easily “take over” the use and management of such accounts. Where financial or personal information may be involved, the use of “sealed envelopes” containing the required information may be solicited and kept by the Secretary.
10. Every 5 years, renew the Florida Consumers Certificate of Exemption with the FL Dept of Revenue before May 31 of the renewal year.

Estimated time at task.

Daily

NA

Weekly < 3 hours for correspondence and other duties.
Monthly 2-3 hours for board of directors meetings
2-3 hours to attend general membership meetings
2-3 hours to prepare meeting agendas and minutes of meetings.

Preferred qualifications if any

Should be computer literate and able to use email and word processing applications with good typing skills. Have the ability to use and interact with multiple online service accounts to conduct club business

Required Skill Level if any

None

Working Conditions

Indoor, office environment