



DOG OBEDIENCE CLUBS OF FLORIDA



DOCOF

Standard Operating Procedure

Title	Duties of the Secretary				
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Purpose

To establish the responsibilities and duties of the Secretary of the Board of Trustees for DOCOF.

Policy

This is an elected position, generally nominated at the annual Delegate meeting and voted on by the Delegates. In the event of a vacancy between Delegate meetings the Board may appoint a Secretary.

Secretary General Duties

1.0 General Duties

- 1.1 Maintain all of the records, files and details that are important for the smooth operation of the DOCOF.
- 1.2 Be prompt, neat, organized and efficient.
- 1.3 Be familiar with Roberts Rules of order
- 1.4 Act as the presiding officer in the absence of the President or Vice Presidents
- 1.5 Keep the club materials organized and the following items on file:
 - 1.5.1 DOCOF Bylaws
 - 1.5.2 DOCOF Standard Operating Procedures
 - 1.5.3 Minutes of all regular Delegate and Board meetings
 - 1.5.4 Names and addresses of present officers
 - 1.5.5 Copies of current and past "Doings"
 - 1.5.6 Collected committee reports from committee chairs
 - 1.5.7 List of committee chairs and Delegates
 - 1.5.8 Copies of Electronic Communications (email) wherein the Board decides issues.

2.0 Specific Duties

- 2.1 Prepare Board of Trustees meeting agenda with President.
- 2.2 Attend the board meeting and take the minutes.
- 2.3 Collect committee reports.
- 2.4 Maintain membership and officer rosters
- 2.5 Maintain a roster of club officers.

- 2.6 After elections, notify the webmaster of new club officers for the next year.
- 2.7 Maintain a complete club Delegate roster and produce a membership roster, electronic or printed version.
- 2.8 Collect and maintain the following information for each Delegate:
 - 2.8.1 Delegate's full name, home address, phone and e-mail
 - 2.8.2 Preferred communication method: e-mail, texting, phone
 - 2.8.3 Committee assignments and offices held
 - 2.8.4 Coordinate club correspondence
 - 2.8.5 Take Delegate meeting and board meeting minutes
- 2.9 Answer all correspondence promptly, and inform officers of the communication.
- 2.10 Share correspondence with all Delegates when directed to do so.
- 2.11 Send thank you and/or congratulatory notes on behalf of DOCOF.

3.0 Delegate Meeting Responsibilities

- 3.1 Make sure that attendance is taken at every meeting.
- 3.2 Record the following about each Delegate meeting:
 - 3.2.1 Number of Delegates present
 - 3.2.2 List of guests attending
 - 3.2.3 Presiding officer
 - 3.2.4 Speaker and subject
 - 3.2.5 Committee reports, written and oral
 - 3.2.6 Announcements
 - 3.2.7 Any motions or decisions acted upon by the Delegates

4.0 Additional duties

- 4.1 Help facilitate setup and management of the Annual event.
- 4.2 Work with the Board in receiving and select nominees for awards.
- 4.3 Work with the First VP in the completion of Doings
- 4.4 Assist the secretary-elect in becoming acquainted with his/her duties and receive all materials and knowledge base from the past secretary.