

## SECRETARY OPERATING CODE

### I. Election and term of office

- A. The secretary shall be elected biennially by the members of NAKHE.
- B. The secretary shall serve a two-year term.

### II. Duties

- A. Attend all Board of Directors' meetings.
- B. Take all minutes at Board of Directors' meetings.
- C. Summarize all motions and charges made at NAKHE Board of Directors' and general meetings. Include charges made to committees, committee chairs, and other officers. Motions and charges should include specific responsibilities, actions, and due dates. This summary list of motions and charges is to be published as an addendum to the minutes.
- D. Take minutes at the business meeting held during the NAKHE annual conference.
- E. Send minutes to the president for distribution to all Board of Directors' members within two weeks following the Board of Directors' meeting.
- F. Maintain and forward, at the end of the term, secretarial files and board minutes to the incoming secretary. Files from the previous secretary should be forwarded to the NAKHE archivist.
- G. Review and submit operating code changes to Bylaws Chair by June 1 each year. All additional operating code changes should be submitted by November 1 to update committee operating codes for annual committee meetings at January association meeting. Bylaw changes must be submitted to By Laws Committee by August 1 to be considered by Board of Directors and then prepared for consideration by association membership at annual meeting in January.

*All receipts for expenses must be submitted to the executive director no later than February 1st from the previous fiscal year which ends November 30th.*

**Revised: (Letter, 2005; Mitchell, 2007; Block, 2008; Block, 2009; Sampson Moore, 2012)**