

POLICY NUMBER: 2001
POLICY TITLE: Duties of the Secretary
CLASSIFICATION:

DATE(S) AMMENDED/APPROVED: January 14, 2025
NEXT REVIEW DATE: 2027

PURPOSE:

To ensure proper minutes are taken and distributed to leadership, the Association's Policies and Procedures are kept up to date, and that the Board of Directors and the Association follows its stated Policies and Procedures

DEFINITION:

Secretary shall include Executive Director.

PROCEDURE(S):

Specific duties concerning the recording and distribution of minutes and Policies and Procedures are as follows:

1. Minutes
 - a. The Secretary shall be responsible for minutes taken at all Board of Trustee, Executive Committee, and House of Delegates meetings. The minutes shall be distributed to the Board of Directors and Chapter Presidents no later than 15 days prior to the following regularly scheduled meeting and will notify said Directors and Presidents that the minutes will be posted within 5 days of approval to the Minutes section of the CAHIP website.
 - b. Committee Chairs shall delegate committee members and/or staff to record and distribute minutes for all Ad Hoc, Special, or Standing Committees.
2. Additional Procedures
 - a. The Secretary shall distribute proposed Policy and Procedures to the Board of Directors no less than 5 days prior to approval.
 - b. The Executive Director and the President will be responsible for tracking unfinished business from each Board meeting to be carried forth to the next meeting's agenda for review and further action by the Board (from archived P&P 3003)
 - c. The Secretary will work with staff and committee chairs to insure that established Policies & Procedures are implemented and shall participate in Board training. All incoming CAHIP Leaders shall sign a copy of this policy constituting acceptance and compliance of current Bylaws and existing Policies & Procedures at the beginning of their term.
 - d. For the purposes of this Procedure an email to the registered address of the individual will be considered "in writing".

FINANCIAL IMPACT:

None.

Name: _____

Position: _____

Signature: _____

Date: _____