

SECRETARY

Revised June 2015

PURPOSE Record and disseminate all official Organization proceedings, minutes, resolutions, and business matters. As a member of the Executive Committee, identify and make recommendations regarding procedural, policy, fiscal, or other matters important to the Organization.

RESPONSIBILITIES

CONFERENCE YEAR

1. Record minutes of the inaugural Executive Session, convened at the close of the Annual Conference. Minutes will be prepared and provided to the President and Executive Committee for approval within 30 days following the Annual Conference.
2. Record minutes of the monthly Executive Committee teleconference meetings. Provide the President with the minutes for approval at the next scheduled Executive Committee meeting.
3. Submit a detailed accounting (including receipts) of all expenses to the President and Treasurer for expenses incurred by the Secretary for the Annual Conference.

PROCEEDINGS BOOK

4. Record, prepare, and disseminate a summary of the Conference Proceedings to Executive Committee members for review and approval prior to distributing to all Conference Members. The Conference Proceeding Book represents a complete record (including Conference Minutes) of NCSSSA activities for the past year. Distribution shall occur after the end of the Annual Conference each year.
5. Secure prior authorization for printing, photocopying, and mailing products and all related expenses.
6. Supply other documents to the Social Security Administration for the historical files. The Social Security Administration filed all NCSSSA materials at their online inventory site. It is maintained in the Lateral Files Collection and can be seen at Drawer #3 <http://socialsecurity.gov/history/archives/lateral.html>.

ANNUAL CONFERENCE

7. Survey, compile, and distribute the updated State Roster to the Program Committee for review and approval prior to including in the Program Booklet. State Roster data includes name, mailing address, phone number, and fax number for each State Social Security Administrator's (Administrator) office, and NCSSSA member (if not associated with a State's Social Security function). Survey shall be released with the updated Contact Roster.

8. Transmit written proposed organizational, functional, or legislative resolutions to each recipient. Resolutions must be distributed according to the manner prescribed by the President.
9. Prepare and present the Secretary's Report at the Annual Conference highlighting the Secretarial activities.

POST CONFERENCE

10. Facilitate a smooth transition between the outgoing and incoming Secretary. The outgoing Secretary shall provide all prior records, notes, and materials to the newly elected Secretary within 30 days following the Annual Conference and continue to provide technical advice, as needed, to the newly elected Secretary.
11. The outgoing Secretary shall prepare and submit proposed changes to the above procedures to the Governing Documents Committee within 30 days following the Annual Conference. Changes may also be recommended during the conference year if deemed necessary and appropriate.
12. Reports are to be prepared according to the format in the Proceedings Book.