

# OFFICE - SECRETARY

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The Secretary is a member of the Board of Directors and the Executive Committee, elected by the Fall House of Delegates in an even year for a two year period beginning immediately following the election. As long as the member is in good standing, he or she may serve in this capacity. This position does not have a term limitation.

The duties and powers of the Secretary are defined by the LSC By-Laws: The duties and powers of the officers and other Board Members shall be to attend and participate in all meetings of the House of Delegates and the Board of Directors and as follows:

## **By-Laws**

606.7.2: The Secretary, or a delegate, shall be responsible for keeping a record of all meetings of the House of Delegates and Board of Directors, conducting official correspondence, issuing meeting and other notices and making such reports to USA Swimming as are required by Article 608 of these Bylaws and shall perform the other duties incidental to the office of Secretary. The Secretary or staff of NCS' permanent office shall be custodian of the records and seal of NCS, and attest the execution of all duly authorized instruments. The Secretary shall cause to be kept at NCS' permanent office copies of all minutes, official correspondence, meeting and other notices, and any other records of NCS. The Secretary's custody of the minute books and other records shall be as a fiduciary for NCS and shall end when the Secretary leaves office and shall pass them on to the successor Secretary.

608.1: Minutes - The Secretary shall, within thirty (30) days after each meeting of the Board of Directors and the House of Delegates, transmit a copy of the minutes of the meeting to the respective members and to USA Swimming national headquarters.

608.9: Reports - NCS shall make all reports and remittances to USA Swimming as specified in the USA Swimming Rules and Regulations or by the USA Swimming Board of Directors or USA Swimming House of Delegates, in such a manner and on such written forms as may be requested by USA Swimming national headquarters. The General Chair, the Membership/ Registration Coordinator Chair, the Secretary, and the Treasurer shall be collectively responsible for seeing that all required reports and remittances are made.

## **Committees**

- A. None

## **Duties**

- A. Actively participate in all NCS Board and relative NCS Committee meetings.
- B. Contact Board of Director members 3 weeks prior to board to set agenda for meeting
- C. Upon approval of General Chair distribute agenda to board members 10 days prior to meeting
- D. Take minutes at Board of Director and House of Delegate meetings
- E. Upon approval of the General Chair distribute meeting minutes to the Board of Directors and archive on the NCS website
- F. Provide additional documentation will be provided per requirement and request of USA Swimming.