

COLORADO REGION SCCA  
SECRETARY

**JOB DESCRIPTION:** This position is filled annually by vote of the Region Board of Directors. The Secretary is responsible for all the organization's official documents and records and for recording the proceedings of all meetings.

Duties include performing the following functions

- Keep the minutes of the meetings of the Board of Directors and members
- See that all notices are given in accordance with the provisions of the Bylaws or as required by law
- Sign all official documents of the organization requiring the Secretary's signature
- Process the ballots for the annual elections and cause them to be counted in accordance with the provisions of these Bylaws
- Assume all duties assigned by the Board and the Regional Executive
- Be the custodian of all records of the Region

**QUALIFICATIONS:** Must be a member in good standing of the Colorado Board of Directors.

This document may be revised at any time with a majority vote of the Colorado Board of Directors

Revisions:

First Draft November 12, 2012

Approved: January 8, 2013