



Secretary Job Description

7/25/2017

The Tire Society

810 E. 10th Street, Lawrence, KS 66044

www.tiresociety.org Phone: 785-865-9403, Email: tst@allenpress.com

Who: Tire Society Member selected by membership vote per Article V of the constitution. *Ideally, a resident of the State of OHIO to be the legal representative of the Corporation to the State as Statutory Agent*

Term: 2 years

Reports to: President

Constitutional Responsibilities: Legal responsibility with other Tire Society officers for the operation of the Tire Society.

ByLaw Duties of Officer, Article I, Section 4

- The Secretary shall keep the records of the Society; including minutes of all meetings, appointments, committees, and membership files.
- The Secretary shall be responsible for the official correspondence of the Society.
- The Secretary shall prepare a report of the activities of the Society to the membership, at the annual meeting, in accordance with ARTICLE IX of the Constitution.
- The Secretary shall be responsible for the printing, distribution, and collection of letter ballots, which may be presented to the membership for vote. In particular, he shall be charged with the issuance and receipt of the ballots for the membership vote on officers as defined in ARTICLE V of the Constitution and for the issuance and tabulation of ballots on proposed amendments to the Constitution as specified in ARTICLE XII of the Constitution and in ARTICLE VII of the Bylaws respectively.

Specific Responsibilities:

- Record the minutes of Executive committee meeting, administer review and revision and issue final minutes for approval by Executive committee.
- Produce report of meeting action items in a timely manner following an executive committee meeting.
- Handle balloting and election process using association manager and balloting by electronic means.
- Manage records in digital and print form.

Other Responsibilities: Lead special project committees deemed necessary by the executive committee or President.