



## USA WORKING EQUITATION

### Policies and Procedures



## SECTION 3. OFFICER AND DIRECTOR RESPONSIBILITIES

### 3.4 Secretary

- a. Participates in a Regular Full Board and Executive Committee meetings to review and approve/reject projects, policies, and business matters.
- b. For Board of Directors meetings, Executive Committee sessions, Board of Directors decisions by mail or email, Annual Members meetings, and Committee Working Sessions, as applicable:
  - (1) Takes roll call.
  - (2) Keeps records of the minutes.
  - (3) Maintains copies of the minutes on the website and corporate G-Drive.
  - (4) Records all Board votes in a permanent history that allows easy retrieval.
  - (5) Tracks Board of Director meeting attendance.
  - (6) Files all proxies, ballots, and waivers.
- c. Monitors and responds to corporate email (USA Working Equitation, Clerical Assistant, and Secretary).
- d. Sends notices required by the Bylaws, Policies and Procedures, or by law.
- e. Creates and files state and federal reports as required.
- f. Serves on the Executive committee to manage the organization's day-to-day business between Board meetings.
- g. Invoices, documents invoiced payments (amount invoiced, date invoiced, date paid, and payment remitter), remits payments, and files forms for authorized expenditures, reimbursements, and refunds.
- h. Ensures corporate records are up-to-date and the latest copy is on the website and corporate G-Drive.
- i. Ensures Acknowledgement of Annual Statements are completed and filed on Ethics Committee G-Drive.
- j. Maintains a list of corporate assets and performs annual reviews.
- k. Maintains an accurate mailing address list of members and archives previous membership lists.
- l. Maintains a list of committee appointments.
- m. Acknowledges and notifies the Board of receipt of Director and committee resignations and Affiliate Organization disaffiliate notices.
- n. Updates the website calendar of events for the Board, committees, and membership.
- o. Sends invoices on behalf of committees as requested, annually reviews templated invoicing, and ensures invoicing is categorized appropriately for Treasurer's QuickBooks accounts.



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- p. Orders banners for Affiliate Organizations and show/event organizers and invoices as appropriate.
- q. Assists the Board and committees with eBlast and eNews newsletter distribution and target audience(s).
- r. Assists the Board and committees with creating Google forms to ensure document owner is USA Working Equitation, spreadsheet captures emails, and responses are forwarded to the committee or individual(s) monitoring responses.
- s. Maintains a list of Secretary tasks performed at the corporate level.
- t. Acknowledges receipt of reported or suspected violations within five business days; maintains confidentiality and ensures reports are properly investigated.
- u. Acknowledges receipt of reported or suspect violations; maintains confidentiality and ensures reports are promptly investigated. (*Bylaws?*)
- v. Ensures corporate email and documents are retained and destroyed according to the Bylaws document retention policy.
- w. Serves on the Appeals Committee for appeals of an Ethics Committee determination.
- x. Prepares annual budget with Treasurer, President Elect, and President and reviews/finalizes with Executive Committee, Board of Directors, and committee chairs.
- y. Participates in Strategic Planning sessions with the Executive Committee, Regional Directors, and committee chairs.
- z. Serves a 2-year term.

**Note:** The Secretary may delegate any or all of these jobs to others but remains responsible for their completion and accuracy.