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	Section: STATE OFFICER	Original Date: 4/5/99
	Subject: STATE SECRETARY	Revision Date: 8/99
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REQUIREMENTS:

1. Must be an Active or Life member in good standing.
2. Possess the skills, desire and ability to perform the duties of this office.
3. Elected by the state-wide membership in years ending with an even-numbered digit.

DUTIES:

1. Reports to the State President and is responsible to the State Executive Board (SEB) and to C SPR's members. Serves as a voting member of the SEB.
2. Takes careful, accurate and detailed notes of the proceedings of SEB and Annual Business Meetings as a basis for preparing the minutes.
3. Prepares and certifies the correctness of the minutes and enters them in the official Minute Book.
4. Reads the minutes, when requested, to the SEB at their next meeting for correction and approval.
5. Enters any corrections approved by the members in the minutes and initials them.
6. Records the approved minutes as the official minutes of C SPR, with the date of their approval, signing them to attest to their validity.
7. Prepares a list of SEB members and calls the roll when so directed by the presiding officer.
8. Provides the presiding officer or the assembly with the exact wording of a pending motion or of one previously acted on.
9. Brings to each meeting the Minute Book, copies of the Bylaws, Policies, Procedures, a list of standing and special committees and their chairpersons and the parliamentary authority adopted by the C SPR.
10. Searches the minutes for information when requested by officers or members.
11. Signs official documents to attest to their authenticity.
12. Carries on the official correspondence of C SPR as directed, except that correspondence assigned to others.
13. Preserves all records, reports and official documents of C SPR except those specifically assigned to the custody of others (e.g. financial records to the Treasurer). This includes the official copies of all Regional Board of Directors and membership meeting minutes. Gives the official State and Regional Minutes Book to the new State Secretary at the end of the term of office.
14. Provides the chairperson of each committee with a copy of the motion referring the subject to the committee and instructions and other documents that may be useful.
15. Contacts all SEB members, committee chairpersons and liaisons for their reports to the forthcoming SEB meeting. Collects, organizes and copies these reports, and then sends this information to SEB members before each meeting.

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16. Assists the State President to prepare a detailed agenda before each SEB meeting and the Annual Business Meeting.
17. Sends the initial draft of the minutes to SEB members, committee chairpersons, liaisons and the Regional Presidents-Elect within three weeks after a Board meeting has been held.
18. In the absence of the State President, calls the meeting to order and presides until the immediate election of a Chairperson pro-tem.
19. Submits a proposed budget request for the next fiscal year to cover the expenses related to this office to the State Treasurer in a timely manner.
20. Performs any other duties as prescribed by the State President or the SEB.
21. Reviews this position description near the end of the term of office and includes suggested changes as part of this officer's final report to the SEB.

TERM OF OFFICE: Two years, ending in a year which ends in an even-numbered digit.

ABILITIES: The State President and State Secretary are recognized by law as the legal representatives of CSPR. The Secretary serves as the chief recording and corresponding officer and the custodian of the records of CSPR. The Secretary works under the direction of the State President. The Secretary maintains files for correspondence, reports submitted and any adopted policies and/or procedures. This officer calls attention to actions in the minutes that have not been accomplished, deadlines and dates for taking certain actions.

REFERENCES: (same as those stated on Format for Position Descriptions approved by the SEB on April 8, 1992.)

APPROVED BY SEB on April 5, 1995

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