

**ORANGE COUNTY CHAPTER OF CALIFORNIA SOCIETY OF ENROLLED AGENTS
STANDARD OPERATING PROCEDURES - SECRETARY**

I. POLICY

- A. It is the policy of the Orange County Chapter to elect a Secretary who shall be the official custodian of all relevant records of the Chapter.

II. RESPONSIBILITIES

- A. Keep an accurate record of all proceedings of the Chapter Board of Director meetings in the form of Minutes in accordance with the general guidelines established in Robert's Rules of Order, Newly Revised.
- B. Call the roll to establish a quorum at all Board of Directors meetings and establish a quorum at Members General Meetings when required for any members' votes.
- C. Note any approved changes or corrections to the Minutes of the previous meeting or meetings.
- D. Protect information of a personal and confidential nature from unauthorized disclosure.
- E. Keep a file of all Committee Minutes, the Chapter official membership roll, master copies of the National Association and California Society Bylaws and Standing Rules, Chapter Bylaws, Chapter Standard Operating Procedures and Standing Rules, Chapter Long-Range Plans, and administrative and operating files. These documents may be on paper or electronic media.
- F. Attest to official documents of the Chapter as the Board may direct.
- G. Conduct the general correspondence of the Chapter; that is, correspondence which is not the assigned responsibility of other officers, directors, or committees.

III. PROCEDURES

- A. Send a copy of the Minutes to the President and each member of the Board.
 - 1. After any approved corrections have been made send a copy of the minutes to the Society's Executive Officer.
- B. Prior to the Chapter's Nominating Committee canvass of potential candidates obtain from the Society's Executive Office for the use of the Nominating Committee a listing of all Chapter Members in good standing and eligible to be nominated for office in the Chapter.
- C. Send notes of encouragement and good cheer to Chapter Members who may be ill and notes of condolences to family of Chapter Members who pass away. Although this function may

be performed by another member of the Board or the Membership Committee Chair, depending on extenuating circumstances, the Secretary is the Cognizant Officer in this function and should be kept apprised when this is performed by another.

- D. Assist the President in the preparation of the Annual Report to the California Society of Enrolled Agents.
- E. At the end of your term of office, turn over all correspondence, papers, and records to your successor.

August 1988; Amended 11/20/2001