

CFFU ACTION PLAN WORKSHEET

Position/Activity/Chair/Committee:

Secretary

Description/Purpose:

The secretary shall be responsible for preparing the minutes of all board meetings and any official meeting of the entire membership where business is transacted. The Secretary is responsible for maintaining the official correspondence file and the various corporate records such as the Articles of Incorporation, by-laws, Tax Rulings, Trust Agreements, Insurance Policies, Bank Signature Cards, and Annual Audit Reports etc. The secretary is responsible for the care of the CFFU Insignia and maintaining the CFFU calendar.

Tasks and Activities:

1. Record minutes of all board meetings and official meetings of the general membership.
2. Present signed copies of the previous month's meetings to the Board monthly for approval. After approval, the signature of the Secretary and the presiding officer must be on the official copy of the minutes.
3. Maintain the official files of CFFU minutes and all correspondence. The secretary at every board meeting will collect copies of CFFU correspondence.
4. Maintain a file of all official corporate records including the Articles of Incorporation, by-laws, Tax Rulings, and Trust Agreements.
5. Provide a copy of the minutes to the webmaster for the archives.
6. Maintain and care for the Club Insignia including all electronic versions.
7. Develop an annual calendar for presentation at the January Board meeting and update the calendar periodically as changes occur.

Resource Requirements		Cost
1.		
2.		
3.		
4.		
5.		