

NASMA SECRETARIAL TASKS

These are the tasks specific to the job of Secretary.

- The original Articles of Incorporation of Not for Profit with the state of Texas and 2005-2006 litigation records are archived in my office and available for review.
- Shall be an ex-officio Member Secretary of all Committees appointed by the President or Board of Directors.
- Shall make a detailed report of his/her office to the Board of Directors when demanded and to all Annual Membership meetings,).
- Shall perform such other duties as may be prescribed by the President and/or Board of Directors that do not conflict with Texas Not For Profit Corporation law.
- Maintain updates and assign access in the Admin Area of the website.

1. OFFICE DUTIES

OFFICE

- Have access to computers, printers and software to maintain office for the association. NASMA does provide some equipment for the Secretary. That list should be updated.
- Maintain the safekeeping of Association documents, files, and show records.

CORRESPONDENCE

- Maintain a separate e-mail address for Association business
- Forward mail and e-mail to committee chairs and officers.
- Follow up on all forwarded mail.
- Maintain communication and paperwork in regard to any contractual agreements or litigation involving the Association.

FINANCES

- See that all money owed the Association is collected.
- Forward all collected money to Treasurer for deposit in NASMA Account.
- Access to PayPal Account to verify payments.

2. MEETINGS

- Plan BOD and Membership meetings.
 - Contact BOD as to location and time of meeting
 - Request BOD to submit items for the Agenda
 - Develop Agenda
 - Contact BOD with the Agenda for the Meeting
 - Request RSVP in the voting section of the Admin Area.
- Maintain, obtain approval and post Minutes on www.nasma.net to each meeting.

3. MEMBERSHIP

- Take and enter memberships either by mail of PayPal in the data base on the web.
- Generate membership cards and print. (in the absence of a working Membership Committee)
- Mail membership cards and rule books. (in the absence of a working Membership Committee)
- Update data bases for Farm Names, Admin Passwords, Members' Log In Passwords, etc.

4. REPORTS

- Make a detail report of the Secretary's Office to the BOD in order to be reimbursed if reimbursement is over \$200.00 If under \$200.00 provide receipts to Treasurer for reimbursement.

5. BOD VOTING

- Manage voting for BOD in the Admin Area of the website.
- Send notice to BOD to vote. Votes tallied automatically by data base.**
- Archive all votes taken and make public to membership via www.nasma.net .

6. WORKING WITH TREASURER

- Mail any collected checks or funds to Treasurer
- Generate Adobe Files for Treasurer and have posted on web.**

7. WORKING WITH COMMITTEES

- In order to maximize the efforts of the Committees and the Committee Chairs, I recommend the following.
 - While you are an ex officio member of every Committee, that does not mean you are to do their work or handle their correspondence.
 - Each Committee Chair should respond to any correspondence/contacts directly.
 - Each Committee Chair is responsible for generating their own correspondence and should report to the President directly.
 - Any correspondence to the Committees should be sent directly to the Committee Chair.