

Secretary

Excerpt from the Club By-Laws

Article VII – Duties of Officers

Secretary: The Secretary shall conduct all official correspondence pertaining to the proper preparation and forwarding of all reports required of the club by the National Rifle Association and by the Director of Civilian Marksmanship. He/she shall notify the members of the Board of Directors of all meetings and shall notify all members of special and annual meetings, as required in Article V. He/she shall keep a true record of all meetings of the Board of Directors and of the club and have the custody of the books and papers of the club, except the Treasurers' books of account. All applications for membership in the club shall be made to the Secretary. He/she shall be responsible for the collection of all fees and dues and shall remit the same to the Treasurer, taking his proper receipt therefore. He/she shall be responsible for re-affiliating the club annually with the National Rifle Association.

1. Files Annual Report to Colorado Secretary of State
Keeps the club non-profit corporation status in Good Standing, ID#19871216056
2. Federal Tax Exempt 501c(4) # EIN 84-0592011
3. Charitable Sales Tax License #15-69010-0000
4. NRA Club Affiliation # C7535 usually a five year membership
5. Draft minutes shortly after a board or annual meeting and submit to the President to check for motions or further clarification etc. prior to mailing/emailing them to board members for the next board meeting.
6. Sends approved minutes to Webmaster to post on Website
7. Corresponds with future & current members or directs their inquiries to the appropriate officer.
8. Picks up mail from the Club's PO Box 982, Estes Park, Co 80517. Distributes mail to appropriate directors in a timely manner.
9. Makes a list of Directors, including addresses, email & phone number & distributes to all Board members and the Estes Valley Recreation & Park District
10. Works with the President to provide minutes and/or records to the Estes Valley Recreation & Park District
11. Assists in making mailing labels Ex.- Newsletter or cleanup letter campaign
12. Familiar with Robert's Rules of Order
13. NRA Member
14. Works closely with Membership Chairman if the club currently has one
15. Membership records are to be kept including address, phone, email, NRA member, date of payment, dollar amount of dues paid, attending cleanup days, date of waiver signed, card issued.
16. Keeps the Board informed on the number of members, Annual & Life
17. Provides from time to time a complete listing of members to the Board