

ARKANSAS SWIMMING, INC.

SECRETARY

JOB DESCRIPTION

The Secretary is an elected officer of the Arkansas Swimming, Inc. (ASI) Board of Directors (BOD) and serves on the Executive Committee of ASI BOD. This position is voted on at the Fall ASI House of Delegates (HOD) meeting in even-numbered years. The term of office is two (2) years, and the same person may not serve more than two (2) consecutive terms (four (4) years) as the Secretary.

Please refer to *USA Swimming Rules and Regulations, Part Six: Bylaws, Rules and Regulations for the Local Swimming Committees* Article 606.7.2 for the duties and powers. Specific responsibilities of the Secretary, which also may be specified elsewhere in *USA Swimming Rules and Regulations, Part Six* and the ASI Handbook include, but are not limited to, the following:

1. The Secretary, or a delegate, shall be responsible for keeping a record of all meetings of the House of Delegates and Board of Directors, conducting official correspondence, issuing meeting and other notices and making such reports to USA Swimming as are required by these Bylaws and shall perform the other duties incidental to the office of Secretary.
2. The Secretary shall be custodian of the records and the seal of ASI, and attest the execution of, and cause the seal to be affixed to, all duly authorized instruments.
3. The Secretary shall cause to be kept in the safe-keeping of the Secretary copies of all minutes, official correspondence, meeting and other notices, and any other records of ASI and the ASI corporate seal.
4. The Secretary's custody of the minute books and other records shall be as a fiduciary for ASI and shall end when the Secretary leaves office and shall pass them on to the successor Secretary.
5. Shall collect and record all votes for BOD and HOD meetings.
6. Report to the Administrative Vice Chair.
7. Serve as chair of the ASI Handbook / Bylaws Committee.
8. Maintain records related to deposits of sanction fees received from the ASI Sanction Coordinator.
9. Maintain minutes from all ASI Committees.
10. Responsible for forwarding the annual closing Balance Sheet and Statement of Income and Expense for the preceding fiscal year following completion of the audit of the accounts and internal financial controls and procedures of ASI in accordance with Section 608.5 within 15 days of receipt of the audit report. Copies of any corresponding federal income tax return required to be filed by ASI under the IRS Code shall be included with the annual audit reports sent to USA Swimming national headquarters (See ASI Bylaws Article 608).