

## SECRETARY of NEW ENGLAND SWIMMING JOB DESCRIPTION:

The Secretary is a member of the Board of Directors elected by the House of Delegates in an even year for a two year term beginning July 1st of the year in which the election takes place. As long as the member is in good standing, he or she may serve in this capacity indefinitely. The duties and powers of the Secretary are defined by the LSC By-Laws:

The duties and powers of the officers and other Board Members shall be to attend and participate in all meetings of the House of Delegates and the Board of Directors and as follows:  
606.7.2.

Secretary: 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 Article 608 of these Bylaws and shall perform the other duties incidental to the office of Secretary.

The Secretary, or the staff of the LSC's permanent office, shall be custodian of the records and the seal of the LSC, and attest the execution of, and cause the seal to be affixed to, all duly authorized instruments. The Secretary shall cause to be kept at the LSC's permanent office copies of all minutes, official correspondence, meeting and other notices, any other records of the LSC and the LSC corporate seal.

In addition to the duties described above, the By-Laws and the LSC Policy & Procedures Manual grant the Secretary the authority / obligation to

- A. Receive written appointments from Clubs designating their HOD representatives.
- B. Provide written notice when a member of the Board of Directors, the Board of Review or a Committee Chair is to be removed for deficiency of performance
- C. Distribute and receive ballots for a Mail Vote
- D. Receive reports & filings from the Treasurer for submission to the BOD and USA Swimming. (see 608.2, 608.3
- F. Within 30 days of each HOD or BOD meeting, transmit a copy of the minutes of the meeting to the respective members and to USA Swimming national headquarters.
- G. The Secretary along with the Membership/Registration Coordinator, the General Chair, the Finance Vice-chair and the Treasurer, shall be collectively responsible for seeing that all required reports and remittances are made to USA Swimming national headquarters.
- H. Receive a copy of decisions rendered by a Board of Review.