

Secretary

Responsibilities:

1. Maintain minutes of all CARS+ Board of Directors' meetings, including (1) mail or email draft minutes to the President for review prior to including them in Board Packets, (2) mail or email minutes to Board of Directors two weeks prior to Board meetings, and (3) include any handouts/reports requested or any information necessary.
2. Maintain lists of subcommittees of the Board of Directors.
3. Maintain past records (binders and computer data) of meetings, handouts, constitution and by-laws, in conjunction with the secretarial service.
4. Maintain, in conjunction with the Treasurer, and make available, an inventory listing of hardware and computer software purchased/discarded and its whereabouts while being used by individual Board members.
5. Receive, within prescribed time limits, any petition signed by the required number of members and submit the name of the candidates to be placed on the ballot along with those candidates named by the nominating committee (in case of a contested election).
6. Maintain a record of motions made by the CARS+ Board of Directors at all Board meetings.
7. Prepare minutes for members at the annual meeting during convention.
8. Prepare and distribute grant sponsorship letters to prospective corporate sponsors, updating CARS+ Board of Directors as needed.
9. Email draft of Board minutes to all Board members within two (2) weeks of each Board meeting.