

Motion Number 20071014

Name	Maker	Second	Aye	Nay	Abstain
Bird		X	X		
Hanavan	X		X		
Buesking			X		
Cunliffe			X		
Dimon					
Murphy			X		
York			X		

Title: Adoption of Secretary Crew Duties SOP.

Text of Motion:

I move that the attached revision to the Crew Duties of the Secretary be adopted and replace the current document.

Rationale or explanation:

Streamline and update duties of the Secretary.

Vote Result: Carried on 15 Oct, 2007.

Crew Duties
C-7A Caribou Association
Secretary

(Adopted October 14, 2007)

- Is a current member of the Association.
- Is an Officer and member of the Board.
- Takes minutes of the business meeting at reunions. If unable to attend the business meeting, arranges for a replacement.
- Provides the minutes to the newsletter editor for summary in the post-reunion newsletter. The minutes shall be recorded in an electronic format (e.g., Microsoft Word) that is suitable for posting on the web site and summarizing in the newsletter.
- Records the proceedings of the board to include the following:
 - motions and votes on motions.
 - voting proxies granted by one Board member to another.
 - resignations from the Board
- Monitors email and generally responds to Association business within 24 hours.
- Notifies the Board in the event he is unavailable for more than 3 days.