

Secretary

The Secretary provides the administrative support for the Chapter and is charged with taking minutes and maintaining all records (in conjunction with the Treasurer). The Secretary is also responsible for correspondence and handles the routine business of the Chapter. The Secretary is the official contact person for the Chapter/Department and serves as the liaison officer between the Chapter and its community, the Department and National Headquarters. Among the Secretary's responsibilities:

- Maintain the Chapters electronic roster. Ensure membership numbers and e-mails are current for all members and leaders. Each member's file should provide all the information given on the original application: name, address, home and work phone numbers and date of acceptance into AMVETS Riders.
- Maintain records of current and past officers. Forward a new list of officers to the Department and National headquarters within 30 days of the election. Any changes made on the Chapter level must be documented and forwarded to the headquarters no later than July 1;
- Update a member's record when addresses or e-mails change. E-mail membership when a member passes;
- Keep the membership informed of all Chapter functions and activities. Ensure that all members are notified in advance of the time, place and date of Chapter meetings. Take particular care to ensure that all members are properly notified at least 30 days in advance of all elections of officers, change in CBL, etc.;
- Be present at all meetings (or have an assistant in attendance) to record all business transacted and report on the minutes of the previous meeting or Executive Committee meetings;
- Present all communications and correspondence at regular and Executive Committee meetings;
- Keep a complete record of the Chapter's property, including a description of the item, its estimated value, its location and any other pertinent information deemed necessary. This, however, should not be interpreted as conflicting with procedures already established by the Chapter for custody of the property;
- Apply to the IRS for an employer identification number (EIN), by completing SS-4 Form and filing IRS 990 Form as required;
- File all correspondence according to the subject matter. Keep copies of all letters sent to the Department and National Headquarters; and
- Maintain separate files for members, correspondence, D&R Forms as well as for Chapters publicity and fundraising programs and any other topics relating to Chapters activities.

The Secretary shall perform other duties as assigned by the Executive Board or the President.