

CKCoJ Secretary

Duties:

- *Attend monthly board meetings
- *Attend annual board meeting
- *Update the state corporation forms –
 Notice of change of officers
 Registered Agent
- *Keep meeting minutes
- *Establish agenda for meetings
- *Send meeting minutes/meeting agendas to the newsletter editor for publication in the newsletter
- *Maintain a binder with meeting agendas and minutes, include materials/paperwork from meetings
- *Maintain class/seminar participant forms with signed waivers for up to three years after the class/seminar are offered
- *Maintain records from trials for up to one year.
- *Keep event forms presented to the board for approval
- *Archivist – keep Constitution, By Laws and policies up to date
- *Keep records – Constitution, By Laws and policies including IRS forms and CBJ tax exemption forms
- *Archive membership forms
- *Send a welcome note to new members
- *Responsible for info@ckcoj
- *Notify Doggie Dollar Coordinator about payment for board members attending the monthly meetings