

## **HOSSC Secretary Guidelines**

All communication comes through the Secretary. The Secretary is responsible for ensuring that the President is aware of all communications received. The Secretary does not submit information unless approved by the President.

### Annual Requirements

Submit membership list electronically to AKC. Secretary will be contacted by AKC with password and where to upload information.

Complete AKC documentation on election of new officers after the July Annual General Meeting. Documentation will be sent to the Secretary's attention prior to election.

At the end of each calendar year a package must be mailed to AKC which contains the following:

Copy of each Heartbeat from January – December of current year.

List of Club accomplishments during this year's time frame (Health Clinics, meet the breeds, etc.)

This must contain at least six items to meet AKC requirements and shall include members

doing Community Outreach with all pertinent information included.

After Nominating Committee has been selected, send a copy of the procedure and a list of eligible members to Committee Chair. Assure deadlines are met. Once the slate is received, follow the requirements of the Secretary to ensure membership notification and deadlines are met.

At the close of each year Secretary files all information by type and submits to Historian for permanent records. This includes all communications received and submitted, all Heartbeats on a CD or memory stick, and any other information that was received for the current year. Example – All communication from AKC should be in one file and all Specialty information in another file.

### Bimonthly Requirements

Send out both Board and general meeting notices no later than 10 days prior to meetings to those members involved. The HOSSC Yahoo group can be used for notification of the general membership.

Work closely with President on club communications, agendas and miscellaneous information.

The Secretary shall submit a column to each Heartbeat.

The Secretary shall attend all Board, General and Special meetings, take notes, and ensure that all members sign in. If unable to attend, notify the President so arrangements can be made. Prepare minutes for all meetings and submit to Heartbeat Editor prior to deadline.

**Items to be taken to all meetings and Specialty show** include membership sign in book, Robert's Rules, AKC's "Rules Applying to Dog Shows" and the AKC Rule book "Dealing with Misconduct at American Kennel Club Events". It is also important to have a copy of the HOSSC Constitution, Bylaws, and the Standing Rules.

The Secretary shall notify the Sunshine Committee of any member illnesses, immediate family deaths, new Sussex titles and/or canine losses. Webmaster shall be notified to ensure canine deaths are included on the website.

#### General Requirements

Document all notifications received and inform the President. Notifications shall be included in the Secretary's report.

Contact SSCA Secretary for a letter of permission for the HOSSC Specialty.

Biannually ensure that the Membership Directory is up to date and submit to membership. This can be done electronically through the HOSSC Yahoo group as an attachment.

Electronically send all new members a welcome note with an attachment of the Constitution, Bylaws, Standing Rules, Star Breeder program, Membership Directory and the last issue of the Heartbeat. Ensure that the HOSSC website URL is also included. Notify Yahoo group manager to add new member's name to list.

The Secretary shall track membership attendance by type (voting and nonvoting). This information is to be used for the Nominating Committee as well as for membership renewals. The Treasurer will require a copy after the final meeting in October and the Nominating Chair will require a copy along with the Nominating Chair rules prior to May of each year.

Failure to make a minimum of three scheduled Board Meetings is reason for removal.