

SECRETARY

Dunkirk Yacht Club Position Description and Operations Guide Prepared by Paul M. Wallenhorst January 10, 2012, revised March 13, 2012

Approved: _____

Position Description—Basis:

Article VII, Section 8. Specifies that the Secretary shall:

- 1) Issue notices of all meetings of directors and members.
- 2) Attend, record, and maintain the minutes of all meetings of directors and members.
- 3) Receive all applications for membership and transmit same to the Membership Committee and the Board of Directors.
- 4) Receive all accounts on behalf of the Dunkirk Yacht Club and deposit all funds in an appropriate bank account of the Dunkirk Yacht Club as designated by the Board of Directors and forward deposit receipts to the Treasurer.
- 5) Conduct the correspondence of the Dunkirk Yacht Club and also have the power and duties that usually pertain to the office or as required by the Board of Directors.

Secretary Operations Guide (Cross-references By-Laws)

- 1) Issue notices of all meetings of directors and members.
 - a) Annual Meeting of the voting members:
 - i) Must be held within the three weeks following October 31; mailed not less than 21 days or more than 50 days prior. See Article II, Sections 1-4.
 - b) Special Meetings of voting members:
 - i) Notice to be mailed not less than 21 days or more than 50 days prior. See Article II, Sections 1-4.
 - c) Regular and Special Meetings of the Board:
 - i) 7 day advance notice required from Commodore, Vice Commodore, or Secretary. See Article IV, Section 4.
- 2) Attend, record, and maintain the minutes of all meetings of directors and members.
 - a) Create draft of minutes during meeting:
 - i) Seek assistance from Commodore or Vice Commodore regarding member names, participants in various motions, technical wording of motions, etc.
 - ii) Ask Membership Committee Chair for a copy of Member Information Worksheet(s).
 - b) Distribute meeting minutes to Board members within 10 business days following meeting, and enter corrections as needed. Include *Nautical News* Editor to facilitate communication with members.
 - i) Exception:
 - (1) Annual Meeting minutes for current year to be distributed with notice of upcoming Annual Meeting.
 - (2) Bring approximately 30 copies to Annual Meeting.
- 3) Receive all applications for membership and transmit same to the Membership Committee and the Board.
 - a) Send directly to Membership Committee Chair.
- 4) Receive all accounts on behalf of the Dunkirk Yacht Club and deposit all funds in an appropriate bank account of the Dunkirk Yacht Club as designated by the Board of Directors and forward deposit receipts to the Treasurer.
 - a) The **Basic Guideline** for handling cash and negotiable instruments (money) is the Dual Control Rule: Always have a second member present when opening the vault, and accepting / verifying money at Club events. Document and account for all incoming monies using the Club's Lock Box Pick Up form, obtain signatures of both Dual Control parties, and re-seal all received funds for security until ultimate deposit at the Bank. Specific Vault and money receipt procedures follow:
 - b) **Club Vault:**
 - i) Vault key and combination to be personally transmitted to incoming Secretary. Communicate Secret location of combination. Lou Deering serves as Vault Master, and may be consulted for advice.
 - ii) Vault Inventory: Keep a supply of envelopes and Guest Dock registration forms inside the vault to resupply the "front desk."
 - iii) Accessing the Vault:
 - (1) Dual Control is the rule—bring a second party to the vault.

- (2) Unload the vault, then document and account for all incoming monies using the Club's Lock Box Pick Up form, obtain signatures of both Dual Control parties, and re-seal all received funds for security and ultimate deposit at the Bank.
- (3) Log incoming monies on Excel spreadsheet, prepare Bank deposit slip(s), deposit promptly.
- (4) Mail deposit receipt to Treasurer, communicating accounts to which various deposits are to be credited. Maintain a copy of all deposit records.
- iv) Club Close-up Requirement: After final clean-out on last day of club operations, post a note on Vault Door stating that:
 - (1) All bills are to be mailed directly to the Treasurer for payment.
 - (2) Any outstanding monies are to be delivered directly to the Secretary where they will be logged in using the Club's Dual Control procedure.
- v) Other payments from members: Club members will occasionally offer to make in-person payment for various reasons. Accept these monies and document using Dual Control SOPs or suggest member deposit payment directly in Vault.
- c) **USPS Mail receipt of funds:**
 - i) Note #1: Mail funds received are primarily triggered by DCY Invoices for dues, slip fees, etc. Occasional "maverick" fees will arrive with the Secretary and Treasurer needing to collaborate in solving these mysteries and determining where these funds are to be credited.
 - ii) Note #2: Credit Bill Pay or Money Orders payments as of postmark. Lacking postmark, use date on check. Mail Receipt of Funds Procedures follow:
 - (1) On the incoming envelope, note the following:
 - (a) Member name, postmark date (they fade, so write it), check number, invoice number, and check amount. Retain these envelopes for one year and use them for dispute resolution.
 - (2) Log the same information to the computer database and transmit to Treasurer.
 - (3) Prepare Bank deposit and make deposit promptly, mailing deposit receipt to Treasurer.
 - (4) Future Note: If possible, provide Secretary with access to Invoice data base to help Secretary identify payment types and accounts to which they are to be credited.
- 5) Conduct the correspondence of the Dunkirk Yacht Club and also have the power and duties that usually pertain to the office or as required by the Board of Directors.
 - a) Prepare general correspondence for the club including:
 - i) Official correspondence of the Club.
 - ii) Collection letters for delinquent member payments, certified, return receipt.
 - b) Manage Intraclub Reciprocity relationships and communications:
 - i) Send Reciprocity Invitations and Letters of Reciprocity to prospective reciprocal clubs.
 - ii) Receive and log contact information from reciprocal clubs, maintain Reciprocity Book; manage communications with reciprocating clubs.
 - iii) Note: This responsibility includes associations of yacht clubs as approved by the Board.
 - c) Collect USPS mail on a regular basis, generally weekly in high season and twice monthly during low season.
 - d) Distribute incoming mail to Club leadership as appropriate.
 - e) Bring critical incoming correspondence / issues to the attention of the appropriate individual as warranted, or to the Board at the next meeting.
 - f) Purchase Forever Stamps / postage and 1,000 prepaid, DYC return addressed # 10 envelopes as needed for club use, including *Nautical News* mailings. Allow 4 weeks from order time to delivery from USPS. Hold envelope inventory and distribute to *NN* editor as needed.
 - g) Purchase U.S., Canadian, and New York State flags for display at clubhouse.
 - h) Purchase Flag Officer flags for installation of officers at Fall Banquet.
 - i) Order and provide white Active Membership Cards and blue Inactive Membership Cards to Membership Chair for distribution to members.