

# **California/Nevada District Exchange Clubs - Standard Operating Procedure - Secretary**

**Role:** District Secretary

## **1. Purpose**

This document outlines the standard processes and procedures for the District Secretary within the California/Nevada District Exchange Clubs. Its purpose is to ensure the accurate maintenance of district records, meeting minutes, and files and to facilitate effective communication within the District.

## **2. Scope**

This procedure applies to the individual serving as the elected or appointed District Secretary for the California/Nevada District Exchange Clubs.

## **3. Core Responsibilities Overview**

The District Secretary is the keeper of all district records. Key responsibilities include:

- Maintaining all district records.
- Recording minutes of district meetings and conventions.
- Maintaining the district's permanent files.
- Sending all needed correspondence from the President to the district.

## **4. Detailed Procedures**

### **4.1. Record Keeping**

- Objective: To accurately and systematically maintain all records pertaining to the Indiana District Exchange Clubs.
- Frequency: Ongoing.
- Method: Use appropriate methods for organizing and storing records, both physical and digital, to ensure accessibility and preservation.
- Process:
  1. Establish a system for organizing and categorizing district records.
  2. Regularly update and maintain records to ensure accuracy.
  3. Implement a system for the safe storage and retrieval of records.

### **4.2. Meeting Minutes**

- Objective: To accurately record the proceedings of district meetings and conventions.

- Frequency: At all district meetings and conventions.
- Method: Record detailed minutes, including key discussions, decisions, and action items.
- Process:
  1. Attend all district meetings and conventions.
  2. Record accurate and comprehensive minutes of the proceedings.
  3. Prepare and distribute minutes to district members promptly.
  4. Maintain a permanent record of all meeting minutes.

#### **4.3. File Maintenance**

- Objective: To maintain the district's permanent files in an organized and accessible manner.
- Frequency: Ongoing.
- Method: Establish and maintain a system for organizing and storing permanent files, ensuring their preservation and easy retrieval.
- Process:
  1. Identify and categorize documents that constitute permanent files.
  2. Establish a system for storing and archiving files, both physical and digital.
  3. Regularly update and maintain the file system.

#### **4.4. Correspondence**

- Objective: To manage and send necessary correspondence to the district from the President
- Frequency: As needed.
- Method: Draft, review, and send correspondence using appropriate communication channels.
- Process:
  1. Collaborate with the President to prepare correspondence.
  2. Ensure accuracy and clarity in all communications.
  3. Distribute correspondence to the relevant recipients.
  4. Maintain records of sent correspondence.

### **5. Reporting & Accountability**

- The District Secretary is responsible for maintaining accurate records and providing them to the District Board and members as needed.

### **6. Tools and Resources**

- Access to district records and files.

- Communication tools (e.g., email, word processing software).
- Meeting recording equipment (if necessary).

## **7. Review and Updates**

This Standard Operating Procedure will be reviewed annually by the District President and District Secretary or as needed based on changes in District structure or priorities. The District Board will approve updates.

Note: Article VI, Section 2 of the District Bylaws states that the offices of the district secretary and district treasurer may be held by a single member. However, the functions of each position must be recorded separately. Article VI, Section 6, provides that, for secretaries and treasurers, a limit of no more than two one-year terms is recommended to develop and enhance leadership in districts.