

NER EXECUTIVE HANDBOOK		
SECRETARY DUTIES		
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Operation Manual for NER Secretary

1.0 Scope

The NER Secretary's responsibilities are to act as custodian of the official documents of the Northeastern Region of the National Model Railroad Association. He or she shall record and publish the minutes of the Annual Meeting of the Northeastern Region of the NMRA, the meetings of Board of Directors of the Northeastern Region of the NMRA, and any other official meetings of the NER. He or she shall also provide information from NER records when requested. He or she shall advise members in all matters concerning NER procedures and the NER Constitution and By-Laws. He or she shall also preserve on file, all communications, documents, written official reports and minutes of meetings. He or she shall also certify official documents when required.

2.0 Annual Meeting

The Annual Meeting of the Northeastern Region is held at the Fall Convention. The Secretary, or his designate, shall attend the meeting and shall record detailed minutes of the meeting. These minutes shall be published within thirty (30) days following the meeting. The minutes of the Annual Meeting may be submitted to the NER Coupler Editor for publication the NER Coupler.

3.0 Board of Directors Meetings

The NER Secretary shall issue official notice of all NER meetings. Officers and Directors shall receive notice of Board of Directors meetings by written communication thirty (30) days in advance of the meeting. This notice should include the date, time and location of the meeting. The secretary, or his designate, shall attend the meeting and shall record detailed minutes of the meeting. These minutes shall be distributed to all officers and directors within thirty (30) days following the meeting as directed in the By-Laws.

4.0 Signing of Official Documents

The Secretary shall sign, countersign or attest any official documents that the Northeastern Region shall be required to file with any governmental entity that requires the signature of the Secretary. The secretary shall keep and maintain the corporate seal and apply it to documents as directed by the president and/or the Board of Directors.

5.0 Keeping of Records

The Secretary shall maintain in safety and good order the historical records of the activities of the Officers and Board of Directors of the Northeastern Region. Upon the direction of the Board of Directors of the Northeastern Region, records deemed to be of sufficient age as to be of no immediate importance for policy reference, may be turned over to the NER Historian to be incorporated into the Historical Archives of the Northeastern Region.