

RECORDING SECRETARY

An officer of the GSPCA, responsible for all recording duties for the Board of Directors (BOD). The Recording Secretary is a permanent member of National Specialty Show Executive Committee (NSSEC), National Field Trial Executive Committee (NFTEC) & National Amateur Gun Dog Championship Executive Committee (NAGDCEC).

Specifically, the responsibilities of the Recording Secretary include, but are not limited to:

- Receives **ALL** correspondence from Corresponding Secretary & membership rolls from the membership chair & files
- Attends the Annual Meeting; where s/he presents minutes of last meeting, the Recording Secretary report & records minutes of the meeting
- For Board Meetings; s/he receives reports & agenda items, amended, if such, Running Rules from NSSEC Chair, prepares agenda & submits it to the President for approval. Attending the Board Meetings, s/he presents the Recording Secretary report, records minutes of the meetings & submit completed minutes to the BOD for approval
- Arranges teleconference BOD meetings when called by President, & records minutes of the meeting
- For elections, receives nominated slate & acceptance letters from Nominating Committee Chair & notifies Corresponding Secretary of slate. Receives additional nomination petitions from the membership & notifies Corresponding Secretary of verified additional candidates. Also receives notification of Local Member Club voting designee & notifies Corresponding Secretary of Local Member Club voting designee.
 - If an outside agency is to count the ballots, arranges for said agency and receives the results & notifies the Corresponding Secretary & President of results
 - If the Board elects to have a committee count the ballots, the Recording Secretary receives the ballots, arranges for committee selection to count the ballots with Board approval of committee, supervise the committee while counting & notifies the Corresponding Secretary & President of results
 - If the Board elects to have the secretary count the ballots, the Recording Secretary receives the ballots, counts the ballots, & notifies the Corresponding Secretary & President of results

Provides the President with election results (tally) for announcement at annual meeting, & files the ballots for archive

- Receives committee chair appointment acceptance
- For the National Field Trial (NFT), attend at minimum Delegates' Meeting & NFTEC Meeting. For the NFTEC meeting, record minutes of the NFTEC meeting & submit them to NFTEC, maintain NFT Running Rules, making changes per NFTEC with approval of BOD. For the NFT Delegates Meeting, qualify delegates by receiving Delegates' letter of qualification from member clubs, present the previous year's minutes to Delegates & record the minutes. If there is a NFT Member Meeting, record minutes of the meeting
- For the National Amateur Gun Dog Championship (NAGDC), attend the event. For the NAGDCEC, present judge nominations & site nominations for vote, record the minutes of the meeting & submit them to the NAGDCEC. Maintain NAGDC Running Rules; making changes per NAGDCEC with approval of BOD. For the NAGDC Delegates Meeting, qualify delegates by receiving Delegates'

letter of qualification from member clubs, present the previous year's minutes to Delegates & record the minutes.

- For the National Specialty Show (NSS), provide the NSS Secretary with information from previous NSSEC & Delegates meetings minutes. With information provided from the NSS Secretary, sign & submit all applications, forms & judges panel to AKC. Submit payment to AKC, if needed. For the NSSEC meeting, record minutes, submit them to the NSSEC & send minutes to Corresponding Secretary. For the NSS Delegates Meeting, qualify delegates by receiving Delegates' letter of qualification from member clubs, receive agenda items, provide agenda items to Corresponding Secretary, receive member club proxies & vote such proxies, prepare & provide copy of agenda & order of business, present the previous year's minutes to Delegates, record the minutes & provide them to Corresponding Secretary. At the annual awards banquet, record the draw & the selected judges & provide the Corresponding Secretary with selected judges. Contact selected judges & provide contract for signature; upon receipt of signed judge's contracts, execute contracts & file. Confirm & retain judge ballots & tally sheets from NSS Secretary

Other responsibilities of the Recording Secretary that may occur are:

- If at the Annual Meeting there are any approved proposals lacking quorum, receive ballots, count them & notify the President & Corresponding Secretary of the results
- If any petitions are received requiring a Special Meeting, verify petitioner & signers are members in good standing, notify the President & call a special Board Meeting. At this special Board Meeting, record the minutes & provide them to the Corresponding Secretary
- If a Board Meeting lacks a quorum & there is a question requiring a vote, provide information to Corresponding Secretary, receive the BOD ballots, count them & notify the President of the result
- If there is a discipline issue, receive written charges with specifications in duplicate & fee from a member in good standing, provide the Corresponding Secretary with charges & specifications, receive the Board Hearing findings from BOD & file, & provide the Corresponding Secretary the BOD findings. If the BOD findings recommend expulsion:
 - At the Annual Meeting & if a quorum is present, receive member expulsion ballots, count the expulsion ballots & notify the President & Corresponding Secretary of the expulsion ballot result
 - At the Annual Meeting & if there is **NO** quorum present, arrange for an outside agency to count the ballots, receive the results & notify the President & Corresponding Secretary of results. Receive ballots from agency & retain
- If an amendment petition signed by 10% of membership in good standing is received, provide the Corresponding Secretary with amendment petition, notify the President & submit to BOD. Record the BOD recommendations, provide the Corresponding Secretary with the amendment & the BOD recommendations. Receive the amendment ballots, count the ballots or arrange for ballot counting, receive the results of ballot counting & notify the President & Corresponding Secretary of results. Receive the ballots & file
- If there is a BOD vacancy, receive notice of vacancy & record the results of the BOD vote

The successful candidate will be an organized and diligent person with a record of doing what is best for the GSP & for the GSPCA.