

Secretary

Officer of MN Pinto Board of Directors

Mission: The record keeper of MN Pinto and its Board of Directors.

Make arrangements for a facility for the monthly Board meetings.

Must attend all Board of Directors meetings and the General Membership meeting or make arrangements for a backup in case you are unable to attend.

Record attendance at Board of Directors meetings and General Membership meetings.

Record proceedings of the Board of Directors meetings. Prepare minutes for approval and publication on website. Send out typed minutes one week prior to the next meeting for review. Minutes will be published on the Website only after they are approved by the Board; send a pdf copy to the Webmaster to post on the website.

After each meeting, prepare a Board To-Do list of items that need additional follow-up prior to the next Board meeting. Send out this list approximately one week after the meeting and one week before the meeting with the typed minutes. Update it periodically.

Collect and distribute Board meeting materials to those members not in attendance.

Keep current Membership list, as provided by the Membership Chair.

Keep official copies of the charter in a permanent record book (ALL RECORDS FOR THE CHARTER):

- Articles of Incorporation
- Charter renewals
- IRS Documents
- Bylaws
- Treasurer's Bond
- Job Descriptions

Renewal of Club Memberships:

WSCA Membership – Due December 31st.

Send certified mail. The deadline for the Application For Membership (to renew or join with WSCA) is December 31st of each year. After that, there are late fees that kick in and they increase with time. May 15th is the absolute deadline that the Application For Membership can be submitted to WSCA from the clubs. After that, no club may renew or join.

MN Horse Council Membership Renewal – Due December 31st.
Renew Annual Registration with the Secretary of State - Due First Quarter of Year.

Charter Renewal with National Pinto Office – Due December 31st for the following year. This application requires the signature of the President and Treasurer, so prepare application and have them sign it at the December meeting.

WSCA Membership List Online Submission – Due May 31st

All saddle club/breed club membership lists MUST be submitted on the WSCA Online Membership page. After that date, there is a late membership procedure that clubs can follow to add members to their membership list on file with WSCA. This is for the Champ Show only and not for the MN State Fair classes. If you have any questions on the late membership process, Leslie Mason, WSCA Secretary would be happy to answer them; via email secretary@wsca.org. Input the MN Pinto membership list from the Membership Chair, with all family members names, zip code and birth year on the WSCA website.

Job Descriptions:

Maintain job descriptions for all paid and volunteer positions within Minnesota Pinto and distribute to new volunteers/chair people. Submit to webmaster to post current job descriptions on website.

Elections:

- Coordinate yearly Board of Director elections, held in October, for the following year.
- Develop a timeline for printing, mailing, and returning ballots. Submit timeline to Board for approval.
- Work with Nomination Chair to coordinate preparing the names and ballots.
- Create a general and youth ballot and print on color coded paper to avoid duplication.
- Arrange for a neutral party to tally results. Tabulated results should be forwarded to the Secretary ONLY.
- Report election results to the Board of Director. Sportsmanship, Grand Ol' Pintoer and Congeniality Award results are not to be shared until the banquet. After banquet, report election results to the Webmaster for posting. Do not include vote tallies.
- Conduct all ballot votes that take place with the Board of Directors. Including, but not limited to: Volunteer of the Year (2) and Youth Scholarship Award. The closed ballot vote takes place at the December meeting. If a general membership vote is required, conduct that vote also.

Scholarship Award:

Secretary leads this award. Rules and forms must be kept up-to-date (on website). Notice requesting applications must be published by October 1st in the newsletter, on the website and on Facebook. Applications are submitted to the

Secretary, deadline is December 1st. Secretary must forward all applications, via email, to the Board of Directors so they can read the applications prior to the December meeting date, where a closed ballot vote is taken.

Keep old files for 8 years, club minutes, bylaws and articles of incorporation indefinitely. Periodically archive minute books to storage locker, probably need current year and previous years minute book and permanent record books during your term as Secretary. Currently in storage locker (update this list after you archive items):

- 1999, 2001, 2003-2013 Minute Books
- 2007-2013 Election Ballots
- 2010-2013 Youth Scholarship Vote
- Liestman-Landau Timeline of Events