

**NATIONAL ASSOCIATION OF HEALTH UNDERWRITERS
POLICY & PROCEDURES**

POLICY TITLE:	Duties of the Secretary
CLASSIFICATION:	Executive
POLICY NUMBER:	95-02-B
DEPARTMENT COORDINATOR:	Executive
MOTION:	Alan Katz
SECONDED:	David McNichols
DATE SUBMITTED (INITIAL):	February 1, 1995
DATE APPROVED:	February 12, 1995
APPROVED BY:	Board of Trustees
AMENDED:	June 2004, March 21, 2006, March 28, 2009
SUNSET DATE:	2012

PURPOSE: To insure proper minutes are taken and distributed to leadership, the Association's Policies and Procedures are kept up to date, and that the Board of Trustees and the Association follows its stated Policies and Procedures.

POLICY:

- 1) That the Secretary shall be responsible for minutes taken at all Executive Committee, Board of Trustees, House of Delegate meetings. That such approved minutes shall be distributed to the Board of Trustees no later than 15 days prior to the following regularly scheduled meeting and distributed, via the EVP, within 30 days of approval to the chapter presidents via email. The committee chairs shall delegate staff or committee members to take and distribute minutes for all Ad Hoc, Special or Standing Committee minutes. (Refer to 94-03-B, 94-04-B).
- 2) That the Secretary shall be responsible to maintain the Association's Policy and Procedures. Approved Policy and Procedures shall be signed by the Secretary and stored as permanent records of the Association at the national office.
- 3) That the Secretary shall distribute proposed Policy and Procedures to the Board of Trustees no less than thirty days prior to approval.
- 4) That notice of any approved Policy and Procedure be distributed to the Board of Trustees and all AHU chapters within 45 days of approval.
- 5) That the Secretary shall communicate all approved Policy and Procedures to new members of the Board of Trustees and chapter presidents within 30 days of the start of their term. (Refer to 95-01-EX). That the Secretary shall inform members of the Board of Trustees and the various bodies of the Association of particular duties required by these Policies and Procedures at Board training or by other means within 30 days of the beginning of his/her term.

PROCEDURE(S):

The Secretary will work with committee chairs and staff to insure that established policy is implemented and shall participate in Board training. The Secretary may appoint individuals to help him/her carry out their duties and responsibilities.

The Secretary may comply with this P&P by notifying chapter presidents in writing or via the NAHU web site that a new P&P, with the title, has been posted on the web site.

The Secretary may comply with this P&P by notifying in writing BOT members and State Presidents that the minutes of a committee meeting are posted on the web site.

The Secretary may comply with this P&P by notifying in writing the state presidents that the minutes of the BOT meeting are posted on the web site.

For the purposes of this Procedure, an e mail to the registered address of the individual will be considered "in writing."

FINANCIAL IMPACT: There will be costs incurred to implement the P&P and those costs will be included in the annual budget.