

SouthWest MotorSport

Road Course Racing New Mexico

A Class for Every Car



SWMS Processes and Procedures

Secretary Roles and Responsibilities

Purpose and Scope: This document specifies the actions to be taken by the person performing the SWMS Secretary function. The Secretary is a club officer position.

Actions to be Performed: The Secretary shall:

Take minutes (or arrange for another to take minutes) at all Board and General Meetings. Minutes shall contain a list of attendees, a record of all proceedings, actions taken, and motions passed, defeated or tabled. Minutes shall list the names of the Board members who proposed and seconded all motions passed, defeated or tabled, as well as amendments to the motions. The Secretary shall prepare and e-mail the minutes to all Board members for their review. The Secretary will make the necessary changes dictated by the review and e-mail a copy of the final minutes to the President for distribution at the following Board Meeting.

Capture and maintain Club Records (including but not limited to):

The above-mentioned minutes

Board Meeting Agendas

Reports/minutes of sub-committees

Correspondence with other related organizations, e.g. Vintage Motorsports Council, Rocky Mountain Vintage Racing, ProAuto Sports, etc.

Documents regarding club legal and tax status

Event Organizer after-action reports, Stewards' reports.

All records called for by other SWMS Process and Procedure documents (though the Treasurer shall maintain the Club's financial records)

Driver penalty documents

Note: Records may be maintained in either digital or paper form or both, but any digital records must be in commonly-used file formats that can be shared on and opened on common computer operating systems.

References: RMVR Operations Manual

Document Point-of-Contact: The current Secretary. (This revision of this document was prepared by Robert Richards; it was reviewed and approved by Steve Marino.)