

SECRETARY / TREASURER

The Secretary – Treasurer is the right arm of the President and, as such, can serve the President and Chapter best by supplying data, keeping accurate records, and maintaining communications with all Chapter Officers and Members.

I. CHANGE OVER:

- A.** A complete orientation should be given to the new Secretary – Treasurer by the retiring Secretary – Treasurer.
 - 1. If the retiring Secretary – Treasurer is not available to do the orientation, they should contact a Secretary – Treasurer in a neighboring state for help.
 - 2. Advice and counsel are always available from the National President, National Secretary – Treasurer, or others at the National Headquarters office.
- B.** Continuity for the whole Chapter operation must be maintained. The Secretary – Treasurer holds the key to accomplishing this objective.

II. OFFICIAL DUTIES:

- A.** See Article 6 for constitutional duties of the Chapter Secretary – Treasurer.
- B.** Keep minutes of all Chapter and Executive Committee meetings.
- C.** Collect all membership dues and maintain all membership records.
- D.** Act as custodian of all Chapter records and equipment. Keep a list of all equipment belonging to the Chapter and obtain a signature when this equipment is transferred.
- E.** Disburse all monies in accordance with Chapter policy.
- F.** Supply each paid member with a copy of the constitution, by-laws, and amendments as they occur. This may be accomplished by publishing in the *Around The Cracker Barrel*.
- G.** Forward copies of resolutions adopted at the annual convention to the Southern Officers' Conference per instructions found in Part IV of this handbook.

III. MEMBERSHIP:

- A.** The National Office holds the Chapter Secretary – Treasurer responsible for membership.
- B.** The Georgia Chapter delegates membership recruitment duties to the Executive Vice President.
- C.** Work closely with the President, Executive Vice President and ZIP Area Chairmen in the area of membership.

- D. Reconcile membership printouts from the national office with chapter records and make necessary corrections promptly.
- E. If Retired Postmasters maintain their own membership records, forward related printouts and information from the national office promptly.
- F. Send copies of lists of new appointments and retirements to other officers as received.

IV. ASSISTANCE FROM THE NATIONAL ORGANIZATION:

- A. Maintain close liaison with the National Secretary – Treasurer and National Membership Chairman.
- B. Attend National Officers Conference and participate in the workshop.
- C. Contact the National Office when anything is needed to effectively perform your duties. This could cover anything from information to supplies.
- D. The purpose of the National Organization is to serve the membership. Do not hesitate to call for help whenever it is needed.
- E. Obtain supplies such as appreciation award certificates, membership forms, etc. from NAPUS Headquarters and distribute as needed to other chapter officers.
- F. Do not hesitate to use the telephone to call the National Office to resolve problems as they appear.

V. ACCOUNTING SYSTEM:

- A. Set up a bookkeeping system designed to meet the needs of the budget of the chapter.
- B. The accounting procedure should be kept as simple as possible to meet the needs of the chapter and still satisfy IRS requirements.
- C. Process all expense vouchers in a timely manner after approved by the President.
- D. Assemble all records in an orderly manner for an annual audit and file all IRS reports as required.