

## Estate Planning Council Secretary Duties and Timelines

**Commitment:** Attending meetings with minimal absences; arrive at 11:15a; Monthly time spent posting meeting details, e-mailings, compiling the attendance list for each meeting, e-mailings re dues. 1-2 board meetings per year. Term: 1 year

**Responsibility:** Read and be familiar with the organization's bylaws.

**Duty:** Maintain the EPC website – Officers, Past Presidents, Member names, photos and profiles; events/news; monthly lunch meeting details and menu choices

**Duty:** Prepare for membership meetings

- Email notification and reminders to members regarding luncheons
- December meeting notification should be described as Annual Meeting and notice is to be sent at least 20 days in advance
- Receive RSVPs and compile and provide the attendance list for each meeting;
- Send lunch count to facility the Friday before the lunch date
- Send preliminary attendance list to board by the Monday before the meeting
- Check for additional food reservations and notify the facility by Wednesday

**Duty:** Maintain and provide the membership records

- Send renewal email to membership (November-February)
- Collect and record any mailed membership checks, update membership records, and send to treasurer within one week of receipt (logging receipt & date of mailing)
- Record online membership payments received in membership records
- Move unpaid members to the "Past Member" distribution list in the website's administrative section
- Ensure we maintain appropriate membership percentages and do not go over
  - If there is a line of membership that hits the maximum allowed, then start a waiting list. Reach out to waiting list in the beginning of the next year if there is room.
- **IMPORTANT:** add guest email addresses to the "Prospective Member" distribution list in the website's administrative section each month so they receive notifications going forward
- Help bestow Emeritus status upon anyone that requests and qualifies (see bylaws)

**Duty:** Maintain organization documents and suggest revisions as needed (i.e. position descriptions, sponsorship form, application, bylaws, website lists of Officers and Past Presidents)

**Duty:** Serve as corporate officer

- File Corporate Annual Report with State of Florida by May 1<sup>st</sup> of each year.
- Serve as Registered Agent
- Annually update officers on form that comes from NAEPC; forward invoice to Treasurer
- Arrange pricing, menus & meeting dates with facility, provide input for budget in October, and notify members of following year's meeting dates

**Meeting Timeline:**

- Arrive no later than 11:15a
- Assist when appropriate by giving announcements to the membership as needed