

LCMG Secretary's Duties Checklist

Required Documentation in Minutes				
	Document	Pass	Fail	Reference
	For Executive Board Meetings - The President shall: Provide PDF files of the following: Minutes of prior membership meeting(s)			W.S. 17-19-705(c)(i)) P&P: 1.D.iii
	For Executive Board Meetings - The President shall: Provide PDF files of the following: Minutes of prior Executive Board meeting(s);			
	For Executive Board Meetings - The President shall: Provide PDF files of the following: Treasurer's report(s)			
	For Executive Board Meetings - The President shall: Provide PDF files of the following: The agenda for the coming membership meeting			
	For membership meetings - The President shall: Provide PDF files of the following documents prior to the first membership meeting in the second quarter of each calendar year: The findings of the Financial Review Committee;			P&P: 1.D.iv
	For membership meetings - The President shall: Provide PDF files of the following documents prior to the first membership meeting in the second quarter of each calendar year: The responses of the Executive Board to those findings			P&P: 1.D.iv
	The Vice President shall: Ensure that an updated directory is published at intervals determined by the Executive Board.			P&P: 1.E
	The Secretary shall: Write and keep all records (e.g., minutes) of the LCMG and Executive Board meetings.			P&P: 1.F.i
	Minutes shall include but not be limited to: dates and times called to order and adjourned			
	Minutes shall include but not be limited to: Locations,			
	Minutes shall include but not be limited to: Called to order and adjourned			
	Minutes shall include but not be limited to: Who officiated			
	Minutes shall include but not be limited to: Any actions resulting in votes			
	Minutes shall include but not be limited to: Any discussions			
Required Document Maintenance				
	Be custodian of the following documents: Minutes and attendance lists of Executive Board and membership meetings;			P&P:1.F.ii
	Be custodian of the following documents: Bylaws;			
	Be custodian of the following documents: Policies and Procedures			
	Be custodian of the following documents: Annual reports to the Secretary of State			
	Be custodian of the following documents: Nursery Stock Dealers license and applications for same			

LCMG Secretary's Duties Checklist

Required Documentation in Minutes				
	Document	Pass	Fail	Reference
	Be custodian of the following documents: Membership directories (current and historical)			
	Be custodian of the following documents: Liability insurance policy;			
	Be custodian of the following documents: Letter dated March 15, 2006 from the IRS granting 501(c)(3) status			
	Be custodian of the following documents: Letter from Wyoming Department of Revenue dated October 26, 2015			
	Be custodian of the following documents: Other documents as directed by the Executive Board			
	Be custodian of the following documents: Annual reports as sent to the Wyoming Secretary of State			
	Be custodian of the following documents: Findings and Executive Board responses of each Financial Review			

Required Document Maintenance				
	Document	Pass	Fail	Reference
	Keep up-to-date copies of the Bylaws.			P&P:1.F.iv
	Maintain records of the transmittal to the membership of proposed amendments of the Bylaws prior to members voting on proposals.			
	This shall include copies of the amendments as proposed,			
	This shall include a list of recipients and			
	This shall include the date(s) the proposals were provided to the members.			
	Provide copies of Executive Board meeting minutes by email to members of the Executive Board			P&P:1.F.v
	Provide copies of Executive Board meeting minutes by email to the Laramie County Extension Office			
	Provide copies of Executive Board meeting minutes by email to any member requesting a copy.			
	Copies of minutes of the previous membership meeting shall be provided by email to the Executive Board two weeks after the membership meeting for the Executive Board's review.			
	Ensure that amendments to Bylaws are filed with the Internal Revenue Service as required.			
	The Treasurer and Secretary shall maintain at least two years of records. Records older than two years shall be stored in a secure location.			P&P: 9.A
	The Secretary shall: Keep all records of the membership and Executive Board meetings			B-L: Article V, Section 3A
	The Secretary shall: Conduct correspondence as directed by the President			B-L: Article V, Section 3B

LCMG Secretary's Duties Checklist

Required Document Maintenance				
	Document	Pass	Fail	Reference
	The Secretary shall: Be custodian of all LCMG documents			B-L: Article V, Section 3C
	The Secretary shall: Keep up-to-date copies of the Bylaws			B-L: Article V, Section 3D
	The Secretary shall: Keep a list of committee chairpersons and members			B-L: Article V, Section 3E
	The Secretary shall: Send a copy of the minutes to the President, Vice-President and the University of Wyoming Laramie County Extension Office			B-L: Article V, Section 3F
	The Secretary shall: Be signatory on all accounts for approved actions			B-L: Article V, Section 3G
	The Secretary shall: Have records ready for the Financial Review Committee's examinations by January 15th.			B-L: Article V, Section 3H
	The Executive Board may call for an email ballot of the entire membership ... The Secretary must retain documentation of the votes, including: a list of the names of each member who voted,			B-L: Article V, Section 5D
	The Executive Board may call for an email ballot of the entire membership ... The Secretary must retain documentation of the votes, including: how they voted			
	The Executive Board may call for an email ballot of the entire membership ... The Secretary must retain documentation of the votes, including: the date and time of their email that contains their vote			
	Pursuant to W.S. 17-19-705, members will be given fair notice of all meetings a minimum of ten (10) days and no more than sixty (60) days prior to the meeting, including at the minimum: Meeting place, date and time	B-L: Article IX, Section 6A		W.S. 17-19-705
	Pursuant to W.S. 17-19-705, members will be given fair notice of all meetings a minimum of ten (10) days and no more than sixty (60) days prior to the meeting, including at the minimum: A description of any matter(s) that will be presented to the members for approval			B-L: Article IX, Section 6B
	Pursuant to W.S. 17-19-705, members will be given fair notice of all meetings a minimum of ten (10) days and no more than sixty (60) days prior to the meeting, including at the minimum: A description of any matter(s) which cause the meeting to be called if not a regularly scheduled meeting.			B-L: Article IX, Section 6C