



## **The Secretary & Assistant: A Week At A Glance**

### **Week 1 (After the meeting)**

- ❖ Send club correspondence (violation letters, dates of club activities) (secretary)
- ❖ Enter votes on naic-club.com (assistant secretary)

### **Week 2**

- ❖ Release minutes (secretary)
- ❖ Download and print annual NAIC Club Insurance Policy (<http://www.betterinvesting.org/clubs/documents.html>)

### **Week 3**

- ❖ Ensure club files are current – once a year burn a CD of all files (secretary)
- ❖ Update membership status & list (secretary)

### **Week 4 (Before & during the meeting)**

- ❖ Print minutes (secretary)
- ❖ Prepare outcome of votes (assistant secretary)
- ❖ Take attendance at the meeting (secretary)
- ❖ Track fees at the meeting (secretary)
- ❖ Take notes as the meeting (assistant secretary)