Policy and Procedures
Number: 401B
Date: 26 April 2008 Revision: 26
Subject: IAC Secretary

1. Policy

The Secretary is an elected officer of the International Aerobatic Club. He/she is responsible for the organization's correspondence, maintenance of its records and minutes, execution of its agreements and contracts, and serves as its Official Parliamentarian.

2. Duties and Responsibilities

A.) The responsibilities of the IAC Secretary are outlined in the *IAC Bylaws.*

B.) Additional duties include:

1.) Negotiation and execution, with the IAC President, of agreements and contracts with other corporations and organizations.

2.) Maintaining a list of those committees, committee members, and committee chairpersons of the IAC that require appointment or reappointment.

3.) Maintaining a list of those Sections of the *IAC Policy and Procedure Manual* which are due for Board of Directors Review due to the five-year review cycle.

4.) Maintaining and establishing orderly procedure at IAC General Meetings and meetings of the Board of Directors. The general reference for these proceedings will be the IAC Corporate Bylaws and Robert's Rules of Order.

5.) Serving notices and developing with the IAC President agendas for meetings of the Board of Directors and Executive Committee.

6.) Assisting IAC Committee chairpersons and IAC Members in developing petitions to the IAC Board of Directors.