

DUTIES OF STATE SECRETARY

The State Secretary shall:

1. Take minutes of the State Board meetings and of the Annual Membership meeting; prepare and mail meeting notices of the State Board meetings; and assure that notice of the annual meeting is properly published. The Secretary shall read the minutes of the previous Board Meeting (or annual membership meeting) as directed by the President. He shall keep the minutes of meetings in such manner as is prescribed.
2. Keep a detailed membership list.
3. Be responsible for reporting to the National Society's Executive Director the following:
 - A. A list of dues paid members who have renewed their memberships in the State Society. These would include Life members for both National and State programs and:
 1. Those dropped for nonpayment of dues.
 2. Those that are deceased.
 3. Those who have duly executed a proper transfer to or from this State Society
 4. Those who have been properly reinstated to membership.

Please Note: This is commonly referred to as the Annual Report to the National Society that is due each year on such date as is set by the National Society.

- B. Report to the National Society those Compatriots who have been duly appointed to represent the Tennessee Society as delegates to the annual National Congress. In addition, the Secretary will complete, and mail to each delegate, the Certification of his being a delegate, so that the delegate may be allowed to vote at the annual National Congress and forward to the designated Chairman of the TNSSAR Delegation the original report of the TNSSAR Voting Delegates for the Chairman of the National Congress Credentials Committee. Furthermore, a copy of the report of the TNSSAR Voting Delegates will be forwarded to the Chairman of the National Congress Credentials Committee by the date required in the credentials notice from the National Society's Executive Director.

- C. Notify the National Society's Executive Director of the Officers of the Tennessee Society that have been duly elected and properly installed at the

Annual Meeting. In addition, the Secretary shall provide to the National Society, the name, current address, and office of each Chapter President and Chapter Secretary. This shall be done as soon as possible after the Annual Meeting to allow the editor of the SAR Magazine to properly publish these names and addresses in the Summer Issue.

- D. Notify the National Society's Executive Director of the tax identification number of the State Society and the constituent Chapters in order to maintain the tax-exempt status of the Tennessee Society.
- E. Be listed as corporate officer in the annual filing with the Tennessee Secretary of State's Office. In addition, the Secretary shall maintain the tax-exempt status with the Tennessee Department of Revenue.

Please Note: The address for the Tennessee Society is the home address of the Secretary. A Post Office Box is not acceptable to the Secretary of State's office.

- 4. Assure that each new Compatriot receives a properly executed and signed membership certificate.
- 5. Notify the National Society's Executive Director of the death of any Compatriot. He shall place the information on the Obituary Form provided by National Society or via e-mail in accordance with the National Society's procedures. He shall also notify the President, Executive Secretary, Registrar, and Chaplain via copies of the Form or via the TNSSAR electronic death notification available online on the TNSSAR web site.
- 6. Work with the State Treasurer to facilitate the collection of annual dues.
- 7. Is responsible for all official communications to the various Chapters and for providing current membership listings as required.