

ELIGIBILITY REQUIREMENTS AND DUTIES OF SECRETARY

Eligibility for Secretary

Any Voting member of ISCN, who meets the eligibility requirements as stipulated in Sec. 9.02, and has demonstrated effective written and verbal communication skills is eligible to run for the position of the Secretary.

Duties of Secretary

The Secretary

- 9.22.1** Shall be a member of the ISCN BOD.
- 9.22.2** Shall keep a complete record of all BOD Meetings. The minutes shall document and show how the decisions were made, and who made the decisions.
- 9.22.3** Shall have general charge and supervision of the ISCN's corporate books and records.
- 9.22.4** Shall sign all papers pertaining to ISCN as authorized by the BOD.
- 9.22.5** Shall send all notices required by law and by these Bylaws.
- 9.22.6** Shall make a full report at the annual meeting about all business pertaining to his or her office.
- 9.22.7** Shall keep complete membership records as updated by the Membership Committee.
- 9.22.8** Shall assemble and maintain ISCN's Policy Manual.
- 9.22.9** Shall prepare and distribute all reports required by law.
- 9.22.10** Shall turn over all books and other properties belonging to ISCN, upon his or her successor's election or appointment in the event of his or her replacement and shall cooperate fully with the BOT in the event of the dissolution of the BOD.
- 9.22.11** Shall prepare and circulate the minutes of the meetings of the BOD at least five (5) days before the next BOD meeting.
- 9.22.12** Shall prepare the agenda for the regularly scheduled meetings in conjunction with the President and notify members at least five (5) days before the meeting.
- 9.22.13** Shall register ISCN with the State of California and the City of Corona and maintain non-profit status of ISCN with the federal and state governments.
- 9.22.14** Shall take minutes and present at every BOD meeting the minutes of the previous BOD meeting for approval.
- 9.22.15** Shall keep or cause to be kept at the principal office the original or a copy of ISCN's Articles of Corporation and Bylaws, as amended and updated.
- 9.22.16** Shall perform other duties as deemed required by the BOD.

I have read the Eligibility Requirements and Duties of the Secretary of ISCN. Insha Allah, if elected, I pledge to fulfill the duties and responsibilities entrusted to me, to support its programs and services and to abide by ISCN's Bylaws.

Name (Please print)	Signature	Date

