

**CALIFORNIA ASSOCIATION OF HEALTH UNDERWRITERS
POLICY & PROCEDURES**

POLICY TITLE: Duties of the Secretary

CLASSIFICATION:

POLICY NUMBER: 2001

COORDINATOR: Executive

MOTION:

SECONDED:

DATE SUBMITTED (INITIAL):

DATE APPROVED: August 17, 2015

APPROVED BY: Board of Directors

AMENDED:

REVIEW: 2017

PURPOSE: To insure proper minutes are taken and distributed to leadership, the Association's Policies and Procedures are kept up to date, and that the Board of Directors and the Association follows its stated Policies and Procedures.

Definition: Secretary shall include Executive Director.

POLICY: In addition to the duties detailed in CAHU's Bylaws Article X, Section 14 Vice President of Finance the following duties pertain specifically to the oversight of Policy and Procedures:

1. That the Secretary shall be responsible for minutes taken at all Executive Committee, Board of Trustees, House of Delegate meetings. That such proposed minutes shall be distributed to the Board of Directors no later than 15 days prior to the following regularly scheduled meeting and distributed, via the Executive Director, will be posted within 5 days of approval to CAHU's Minutes page on its website. The committee chairs shall delegate staff or committee members to take and distribute minutes for all Ad Hoc, Special or Standing Committee minutes.
2. The Secretary shall be responsible to maintain the Association's Policy and Procedures. Approved Policy and Procedures shall be signed by the Secretary and stored as permanent records of the Association at the State office.
3. That the Secretary shall distribute proposed Policy and Procedures to the Board of Directors no less than 30 days prior to approval.
4. That notice of any approved Policy and Procedure be distributed to the Board of Directors and local chapters within 45 days of approval as well as posted to the CAHU Website Policies and Procedures page.
5. That the Secretary shall post all approved Policy and Procedures to the CAHU Website Policies & Procedures page and inform members of the Board of Directors and Chapter Presidents within 30 days of the start of their term of the location of these policies and procedures.
6. That the Secretary shall inform members of the Board of Directors and the various bodies of the Association of particular duties required by these Policies and Procedures at Board training or by other means within 30 days of the beginning of his/her term.

PROCEDURE(S):

1. The Secretary will work with committee chairs and staff to insure that established policy is implemented and shall participate in Board training. The Secretary may appoint individuals to help him/her carry out their duties and responsibilities
2. The Secretary may comply with this P&P by notifying chapter presidents in writing or via the CAHU web site that a new P&P, with the title, has been posted on the web site.
3. The Secretary may comply with this P&P by notifying in writing the Chapter Presidents that the minutes of the Board of Directors meeting are posted on the CAHU web site.
4. For the purposes of this Procedure, an e mail to the registered address of the individual will be considered "in writing."

FINANCIAL IMPACT: