

HC Secretary Responsibilities

- The HC Secretary is responsible for knowing and complying with notice requirements, scheduling, preparation of meeting materials in advance, recording minutes and maintenance of organization records.
- Read the corp bylaws, understand the governance issues, make sure that the organization is complying with the bylaws.
- Maintain contact info for board members and alumni
- Schedule HC Annual Meeting, announce to all alumni
- Schedule regular board meetings, announce to board members
- Attend all alumni and board meetings, take minutes
- Secretary must file
 - **Annual corp filings** with the Commonwealth of MA:
https://corp.sec.state.ma.us/corp/LoginSystem/login_form.asp
 - Minutes of all meetings