

CCCC Secretary:

Responsibilities

When you agree to accept the nomination for Secretary, you are making a **four-year** commitment to serve as an officer of the CCCC Executive Committee.

The Secretary is responsible for preparing appropriate and accurate minutes for all meetings (the Annual Business Meeting, Executive Committee meetings, and Officers Meetings), certifying the correctness of these minutes, and distributing these minutes to the CCCC Chair and NCTE Headquarters. A draft of the minutes, or at least a list of motions and action items, should be prepared within 30 days of each meeting. The completed minutes should be prepared for distribution within 60 days.

Additionally, the Secretary prepares a report of Executive Committee actions and Annual Business Meeting actions for publication in the December issue of CCC. The Secretary is a voting member of the NCTE Board of Directors.

1. Meetings

The Secretary is responsible for attending all of the following meetings:

Attend an orientation retreat at the NCTE Annual Convention following election/preceding the start of the four-year term.

November (at the NCTE Annual Convention)

- CCCC Officers Meeting (Saturday afternoon)
- CCCC Executive Committee Retreat (Sunday afternoon)
- CCCC Executive Committee Meeting (Monday, all day)

January

- CCCC Officers Meeting (Arrive Thursday afternoon, meet all day Friday and Saturday, return home on Sunday morning)

March (at CCCC Annual Convention)

- Officers' Meeting (Tuesday afternoon)
- Reception for new Executive Committee members and Local Arrangements Chairs (Wednesday evening)
- CCCC Executive Committee Meeting (Wednesday, all day)
- Opening General Session (Thursday morning)
- Second General Session (Award Session - Friday morning)

- Annual Business Meeting (Saturday morning)
- Second Officers' Meeting (Saturday afternoon)

2. Reimbursements

The Secretary receives airfare, hotel room, and two days per diem for CCCC and NCTE Conventions. All expenses in connection to the January officers' meeting are reimbursed.