



# Information Resource

## Secretary

## Secretary: Position Description Introduction

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Welcome Thank you for taking on the role of Secretary. To ensure that the National Kitchen & Bath Association continues to meet the needs of kitchen and bath professionals, the NKBA encourages our members to serve as officers in their local NKBA chapters.

The purpose of this document is to set the expectations and responsibilities of your role for a calendar year. Please review the information and direct any questions to the Regions and Chapter Department at [Chapters@nkba.org](mailto:Chapters@nkba.org)

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## Who Is Best Suited To Be a Secretary?

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Description	<p>The ideal Secretary is a person who is:</p> <ul style="list-style-type: none"><li>• Good at record keeping skills</li><li>• Well organized</li><li>• Good at taking notes/minutes</li><li>• Willing to handle the Chapter elections</li><li>• Has familiarity with word processing, email and the Internet</li><li>• Able to commit –3 or 4 hours per month in addition to Chapter meetings.</li></ul>
Responsibilities	<p>The responsibilities of a Secretary include (but are not limited to) the following:</p> <ul style="list-style-type: none"><li>• Preserves and maintains the records of the Chapter</li><li>• Keeps minutes of all meetings</li><li>• Distributes minutes to Chapter Executive Committee (EXCO) members</li><li>• Makes Chapter meeting minutes available upon request</li><li>• Elections- Reviews Chapter Self Nominations during Chapter Officer Elections for eligibility then, forwards them to the Chapter's Nominating Committee for processing</li><li>• Elections- Responsible for submitting the Chapter Officer slate for the coming year</li><li>• Elections- Receives the newly elected Chapter Officer Results</li></ul>

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# Preparing For Office

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- Steps            Between election and installation, prepare for your office by:
- Assisting the outgoing Secretary in the performance of his or her responsibilities;
  - Studying the *Information Resource*, including the *NKBA Governance Manual*;
  - Reviewing the online Secretary and general officers training programs.
  - Plan recordkeeping methodology
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Procedural Checklist            These are the procedures that must be followed during a given calendar year:

<b>Procedure</b>	<b>Time Line</b>
Set up your records after the President's Planning Session	January
Maintain a motion handbook	Ongoing
Prepare and distribute minutes of the Chapter EXCO meeting	Distributed to EXCO members no later than two weeks after meeting
Provide articles for the Chapter newsletter to VP Communications	Seven weeks prior to desired publication
Provide any information that needs to be included in the Chapter meeting notice mailing to VP Programs	Seven weeks prior to the mailing date
Chapter Officers' Elections	See Election Schedule



## Records Retention Timetable

### CHAPTER ORGANIZATION RECORDS

Minutes of Chapter Board Meeting	PERMANENT
Annual Reports	PERMANENT

### ACCOUNTING RECORDS

General journals	7 years
General ledger	PERMANENT
Cash receipts book	10 years
Cash disbursements books	7 years
Bank statement and canceled checks	7 years
Expense bills (source documents)	7 years
Petty cash records	7 years
Financial statements - annual	PERMANENT
Financial statements - monthly or quarterly	7 years

### FIXED ASSETS

Land and Buildings	PERMANENT
Equipment in use	KEEP ON FILE
Equipment traded in on similar asset	7 years
Equipment disposed of (no trade-in)	7 years

### CONTRACTS

Leases (after termination)	7 years
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### TAX RETURNS

Federal Form 990, 990EZ or 990-T and working papers	PERMANENT
State information returns and working papers	PERMANENT
Payroll tax returns	7 Years
Withholding tax statements (Forms W-2 and W-9)	7 Years

### PERSONNEL RECORDS

Individual employee records	PERMANENT
Payroll book	7 years

### GENERAL CORRESPONDENCES

5 years

# Meeting Minutes

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## Include

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- Proposed, as well as adopted, resolutions should be in the record, noting who proposed it and the vote.
- The Secretary notes any postponed motions and is responsible for assuring that any motions postponed are brought before the attention of the President so they can be put on the agenda for the next meeting. The Secretary should keep a separate list of postponed motions.

## What to Report:

- Your report to the Chapter EXCO is a complete reading of the minutes from the previous Chapter EXCO meeting (the President calls for approval).
- Motions from the Chapter EXCO and the results are reported to the Chapter at the Chapter meeting following the Chapter EXCO meeting.
- Chapter officers, elected and appointed
- Distribute minutes to the EXCO within two weeks after your meeting

## **Election of Chapter Officers:**

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### Nominating Committee

At the first meeting after January 1, the Chapter shall elect a Nominating Committee. Members may self-nominate by sending their name to the Chapter President and the president shall also call for self-nominations from the floor for volunteers. The committee shall consist of at least three and not more than five members. The President is not eligible to serve on the Nominating Committee.

Those individuals receiving the greatest number of votes from among those present at a Chapter Meeting and eligible to vote shall be elected to serve. Nominees must be members in good standing of NKBA. The newly elected Nominating Committee shall immediately elect a chair. The Nominating Committee shall seek out and interview potential candidates for Chapter office. Protocol dictates that first consideration is given to active members of the Chapter and those who have demonstrated the willingness and capability to move the Association's strategic objectives forward. See Chapter Election Policy below for guidelines on conducting elections.

Once the nominating committee is selected it is required that the President forwards the names to the Regions and Chapters Department at National by March 15<sup>th</sup>.

### Election of Chapter Officers

Subject to these policies and the Bylaws of the Association, any Member (except Student members), or employee of a Member in good standing of NKBA, is eligible to be a chapter officer.

## Chapter Representative Election Procedure

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Chapter Representatives are elected for a three-year term. Chapter Representative elections are conducted at the chapter level at the same time as the Chapter officer's elections take place.

All candidates for this position must have served at least two of the past five years in another officer position. New chapters can petition the NKBA President in the event the two-year minimum is not possible.

Since no member may serve on more than one national advisory council, task force or committee at a time, anyone currently serving on another national committee, subcommittee or advisory council, whose position would extend into the commencement of the new Chapter Representative term, must resign their current position prior to their self-nomination being accepted. Prospective self-nominees who fall into this category may petition the NKBA National President for an exception to this policy.

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## The procedure for the election of the Chapter officers is as follows

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- a. NKBA headquarters will send out a notice about the election to all Chapter members by email. Information about Chapter Officer responsibilities and a link to the NKBA self-nomination form will be included. Chapters may also develop their own self-nomination form with instructions to send the completed form to their Chapter Secretary. The NKBA forms will be available on the NKBA.org member's section "Become a Chapter Leader" and can be filled out and submitted electronically to NKBA headquarters.
- b. All persons wishing to be considered for an officer position should submit the self-nomination form online on the NKBA Website [www.nkba.org](http://www.nkba.org) located under "Member Center" "Become a Chapter Leader".
- c. The NKBA Leadership Communications Specialist will send all self-nominations received to the Chapter Secretary, President, and Chapter Representative.
- d. It is each Chapter Secretary's responsibility to verify the eligibility of a candidate applying for a chapter officer position by checking their chapters member roster online on the NKBA website [www.nkba.org](http://www.nkba.org)

When checking for membership status, be sure to check the candidate's company name, company address, phone number, and email address. If the information on the form differs from the roster, please notify NKBA headquarters so we can update our database and ensure the candidate is a current active member.

Please see the "Chapter Compliance" section, which is in the Association Overview located under "Chapter Officers Information Resource Manual Roles and Responsibilities" on the NKBA website under "Tools for Chapters" which explains eligibility. After eligibility has been confirmed, it is the secretary's responsibility to forward each self-nomination form to their chapter's Nominating Committee.

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## The procedure for the election of the Chapter officers is as follows- Continued

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Nominating  
Committee Roles  
and  
Responsibilities

- a. The “Nominating Committee Roles and Responsibilities” is located in the “Chapter Compliance” section, which is in the Association Overview in the Chapter Officers Information Resource Manual Roles and Responsibilities on the NKBA website under “Tools for Chapters
  - b. The Nominating Committee will meet and review each of the self-nomination forms received to prepare a slate of the following year’s officers. The Nominating Committee is encouraged to conduct interviews with the candidates to assist in selecting the slate of officers. The slate must be submitted by the Chapter Secretary online on the NKBA website under “Member Section” “Tools for Chapters” and should be received by NKBA headquarters no later than the date set forth on the election schedule.
  - c. The slate shall contain the names of those candidates that have been selected for positions by the Nominating Committee. If more than (1) self-nomination is received for a position those nominees that are not slated must be contacted by the Nominating Committee to determine whether or not they would accept another open position or if they wish to be placed on the ballot to run against the candidate that is selected by the Nominating Committee. If so, those names must be identified on the slate as well in the position they are running for to their Chapter’s Nominating Committee.
  - d. The Slate of Officers will be due to NKBA headquarters by 5 p.m. EDT on the date set forth on the election schedule for that year’ elections. The chapter secretary should submit the slate through the NKBA.org website. Once logged in, visit “Tools for Chapters” under the Member Center and follow the link to “\_\_\_ Year Slate of Chapter Officers.”
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## Election Meeting

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Chapters are required to conduct an election meeting every year to fill open Chapter officer positions between the dates set forth on the upcoming election schedule from National. It is required that the election meeting be posted on the Chapter's NKBA homepage on the NKBA website at least 4 weeks in advance of the election meeting date as to notify the members. If the Chapter does not have any open chapter officer positions for the upcoming year than it will not be necessary to hold an election.

It is each Chapter's responsibility to verify that only those members that have voting privileges vote in the chapter election.

Election  
Results

Your Chapter's election results must be emailed to NKBA headquarters the by date set forth on the election schedule. The "Election Result Form" will be available under the Members Center of NKBA.org under "Tools for Chapters", "Chapter Officer Forms" (under Secretary).

## **Voting Members are defined as the following:**

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- a. The Primary Contact for a NKBA member company or NKBA member branch.
- b. The Primary Contact for a NKBA Associate Business Member
- c. Members holding an Associate Individual Member Excluding student members
- d. Members holding an Individual Employee Membership which is \$55.00 per year when employed by a member dues paying company
- e. Members holding an Individual Employee Membership of a Non-Member Company which pays \$110.00 per year
- f. Chapter Officer currently in office

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## **Non-Voting Members are defined as the following**

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- 1. Member Employees - Non- dues paying members. They are virtual members thru their NKBA Member Company
- 2. Member Employees-Non dues paying members who are certified (AKBD, CKD, CBD, CMKBD, CKE, & CKBP) etc. Certification dues are not membership dues and do not give an individual voting privileges.

Once balloting has ended, staff will notify the Chapter Secretary, Presidents, and Chapter Representative of the election results. Results will also be posted online.

Any unfilled positions will be appointed by the Nominating Committee and the incoming officers. All appointments need to be received by NKBA headquarters by December 1<sup>st</sup>.

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## Terms of Office

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Term of Office: Chapter Officers are elected annually for one, two-year term. The Vice President of Government Relations, Vice President of Academic Relations, and Treasurer may serve unlimited one, two-year terms and must go thru the election process & submit a self-nomination form.

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Chapter Representative Re-Election: The Chapter Representative, who may serve one, three-year term with no provision for renewal, unless subsequently elected to serve on the Board of Directors, in which event said representative will continue through the end of his/her term on the Board of Directors or until elected to the Executive Committee.

## Removal of Chapter Officers:

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### Removal of Chapter Representative

Notwithstanding the ability of the Board of Directors to remove a Chapter Representative, in accordance with the By Laws the Chapter Representative may be removed by a two-thirds vote of the Chapter Officers whenever, in the judgment of the Chapter Officers, the best interests of the Chapter and Association would be served. The President of the Association should be notified of a Chapter's intent to remove its elected Chapter Representative. Said Representative shall have the right to appeal the decision to the full Chapter membership. If the Representative appeals, the decision of the Chapter Officers must be confirmed by a two-thirds vote of all eligible voting members present at the next regularly scheduled Chapter meeting at which a quorum is present and with at least two weeks notice of the intended vote. A quorum shall consist of 5% of the dues-paying members of the Chapter.

The President of the Association or his/her appointed representative, and the Association's General Counsel shall attend such meeting. In the event of a vacancy of the Chapter Representative's position prior to the expiration of his/her official term, the Chapter Officers shall be so notified by the staff liaison. The Chapter membership will elect a replacement in accordance with the election procedures specified above.

The individual elected to fill the position created by such vacancy will serve the unexpired term of the retiring representative. They would then be eligible for election to their own three-year term. Subchapter Representatives to the Board of Chapter Representatives will exercise all of the duties of a Representative from a full chapter until such time as the subchapter is officially chartered. Subchapter Representatives, however, do not have a vote at the Board of Chapter Representatives' meetings, nor can they serve on the Board of Directors.

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## Removal of Other Chapter Officers:

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Any other Chapter Officer, whether elected or appointed, may be removed by a two-thirds vote of the Chapter Officers whenever, in the judgment of the Officers, the best interests of the Chapter and Association would be served. The Chapter Executive Committee should notify the Regions and Chapters Department at [Chapters@nkba.org](mailto:Chapters@nkba.org) to remove a Chapter Officer in advance of any action.

Said Officer shall have the right to appeal the decision to the full Chapter membership. If the Officer appeals, the decision of the Chapter Officers must be confirmed by a two-thirds vote of all eligible voting Chapter members present at the next regularly scheduled Chapter meeting after not less than two weeks' prior notification of the intended vote. The President of the Association or his/her appointed representative, and the Association's General Counsel shall attend such meeting.

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## **Vacancies or Disabilities of Officers**

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In the event of a vacancy, for any cause, in the office of President, or in the case of disability of the President, the Vice President-Programs serves for the unexpired portion of the term, or in the case of disability, until the disability ceases. In the event of a vacancy, for any cause, in any of the other offices, the Chapter Executive Committee will elect a successor to serve the unexpired portion of the term, or in the case of disability, until the disability ceases. The individual elected to fill the position created by such vacancy will serve the unexpired term of the retiring representative. They would then be eligible for election to their own two-year term.

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## **Termination of Membership/Change of Status of Officers**

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If the membership in the Association of any elected officer shall for any reason terminate, the office shall automatically become vacant within 30 days, during which time the officer must reinstate his/her membership to be eligible to continue serving.

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## Available NKBA Forms for the Secretary on the NKBA Website

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The following forms for the Secretary position are available on the NKBA website [www.nkba.org](http://www.nkba.org) . These forms can be accessed by clicking on the link below. They are also located under the Member Section, Tools For Chapters, and Chapter Officer Forms.

- [Chapter Meeting Minutes](#)
  - [Roberts Rules of Order](#)
  - [Chapter Meeting Agenda \(Sample\)](#)
  - [Election Result Form](#)
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