



Mandatory Training SECRETARY

Who is the NEWH, Inc. President? _____

Name the person (and their position) on your board who you report to and go to for questions.

Check the board members who have a vote on your board:

- President
- VP/Administration
- VP/Development
- Treasurer
- Secretary
- Executive Advisor
- Directors
- Chairs

Only the Chapter President and Treasurer prepare/create the budget for the chapter.

_____Yes _____No

For any approved expense needing reimbursement - a reimbursement request must be submitted to your treasurer or NEWH within _____days and accompanied by a receipt.

Is there a fee to use the chapter credit card? _____Yes _____No

Who do I contact to use the NEWH Chapter credit card for deposits and payments to vendors?

The main job of the Secretary is to take and keep _____ which are a legal record of meetings.

The Secretary is an _____ signer on both chapter bank accounts.

When should motion forms be used?

It is important to take roll and ensure a quorum is established which is _____% of voting board members plus _____.

Board members should receive a copy of the minutes within _____ days of the board meeting to review. The minutes from the previous meeting will be voted on/approved at the following meeting.

Approved minutes should be emailed to _____ at the NEWH, Inc. Office.

Thank you for serving!

Name: _____

Chapter: _____

Save this file as (lastname_firstname) and email completed form to kathy.coughlin@newh.org