|  |  |
| --- | --- |
| SOP Title: Secretary  | Date: 02/02/2022 |
| Owner/Title: Secretary | Previous version: 10/05/2021 |

1. Purpose: Keep complete records of the meetings of the Board of Trustees and ensure they are easily accessible to the trustees and public.
2. Scope: All Bridgman Foundation for Educational Excellence Meeting Records and other duties as assigned by the Board Chair
3. Prerequisites: Annual Foundation Board Meeting Calendar; Foundation Secretary Files; School District Administrative Staff to post Meeting Minutes in public Foundation Binder and Trustee Manual updates
4. Responsibilities/Procedures
	1. Document and distribute Executive Committee and Foundation Board Meeting Minutes to Trustees promptly after each meeting.
	2. Forward Meeting Minutes, Treasurer’s Reports, Committee Reports and any other pertinent meeting materials to the School District Office for posting in the Foundation’s official records binders in accordance with Section 9.01 of the Bylaws (monthly after each meeting)
	3. Pick up incoming Foundation mail from the District office and distribute to appropriate Officers, Committee Chairs and Trustees (bi-weekly)
	4. Review Foundation email account (Google, info@bridgmanfoundation.org ) to either answer or forward to appropriate Officers, Committee Chairs and Trustees (bi-weekly). Password to email account is: gobeesgo! **Note:** The Secretary is also the administrator of the email account and will transfer account administration to incoming secretary.
	5. Maintain current Bylaws. Sign and distribute amended/updated Bylaws to Trustees and to District Office for posting in Trustee Manual, as required
	6. Assist Chair during Board meetings, as required.
	7. File State of Michigan Annual Report annually after September Annual Meeting to reflect current Officers and Trustees. Filing**\*** can be made online at [www.michigan.gov/corpfileonline](http://www.michigan.gov/corpfileonline) . Provide copy to PR Committee Chair to post on Foundation Website.
	8. Maintain files and records in a secure place and name person/contact information who has access to files and records
5. References: The Bridgman Foundation Bylaws and Foundation Meeting Minutes in District Office

**\***As the Trustee site is secure and only available to trustees, please note the following information to log on to the State of Michigan online filing site.

* Entity Name: Bridgman Foundation For Educational Excellence
* ID: 800915469
* CID: 2R73O5
* PIN: 7794