

Corresponding Secretary Duties and Checklist:

From the TVKC ByLaws. DUTIES OF THE CORRESPONDING SECRETARY – The Corresponding Secretary shall serve as the information officer for the Club and be responsible for the preparation and reception including picking up the mail in a timely manner, preparation and submission of all required Alaska State and AKC reports and distribution of all club correspondence. The Corresponding Secretary shall assist the Recording Secretary in his or her duties as needed.

Weekly

- [] Retrieve mail from downtown post office and distribute
- [] Statements scanned and sent to sport chairs, treasurer and president
- [] Original statements given to recording secretary
- [] Membership applications/renewals to second vice president
- [] Miscellaneous to appropriate members

After the September Annual Meeting

- [] Email eventops@akc.org with updated club officer list to AKC after elections. Here's the [link](#) to show you what to include.
- [] Mail "[Notice of Change of Officials](#)" to Corporations section of State of Alaska with fee

V State of Alaska Licensing

- [] The club must file a Biennial Report and keep club officer information current with the State of Alaska. Once the new board is constituted you must go to the website and update it with the new officers. The next biennial report is due on 7/2/2022.
- [] We are considered a non-profit corporation by the State. Please see the following websites for more information. **The Club entity number is 7116D.**

Business Licensing Information

General

<https://www.commerce.alaska.gov/web/cbpl/BusinessLicensing.aspx>

Corporate Information

<https://www.commerce.alaska.gov/web/cbpl/Corporations.aspx>

Change Officials

You can access a data enterable PDF form to change officials at:

<https://www.commerce.alaska.gov/web/Portals/5/pub/08-446.pdf>

The form has to be printed and mailed to the state. At the end of the online form, you will find a credit card payment form.

Biennial Report

Instructions are at:

<https://www.commerce.alaska.gov/web/cbpl/Corporations/OnlineFilingInstructionsBR.aspx>

The form is at:

<https://www.commerce.alaska.gov/CBP/Corporation/startpage.aspx?file=BIRPT>