

**From:** Hammond, Harold <HHammond@aamva.org>  
**To:** Marcia.Adams@SCDMV.net Marcia.Adams@SCDMV.net  
**Date:** 10/6/2004 5:30:58 PM  
**Subject:** Region II Officer Duties

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Marcia...

First, thank you for your promptness in returning the bank signature documents. The individuals listed on those documents will be authorized to perform banking transactions, including the writing of checks, on behalf of AAMVA Region II for the current fiscal year ending September 30, 2005.

For your guidance, I am attaching a copy of the Region II Bylaws which govern the operation of the regional organization. Specific duties enumerated for the Region II Officers and Board of Directors may be found in Articles 5 and 7. The regional secretary's specific duties may be found in Article 7, section 7.04.

In summary, your primary duties would be to record the minutes of Region II Board Meeting held each year in January at the conference planning meeting and in June during the Region II conference. Over the years, I have worked cooperatively with the regional secretary in the preparation of the minutes which are presented for review at successive board meetings. I will have copies of the 2003-04 board minutes for the January 15 board meeting at Point Clear, AL and will make sure you have copies in advance of the meeting. Once you present the minutes, you simply ask for corrections and additions and then move for adoption.

Obviously, the major responsibility of the Region II Secretary is to move through the chairs to ultimately serve as Region II President and on the International Board of Directors. In the normal progression, you will be installed as Region II President at the 2007 Region II Conference in Florida and will have made preliminary plans to host the conference in South Carolina in June 2008.

You have a great deal to contribute to the Region II organization through your service on the board. I look forward to working with you during my remaining time as VP of Region II Operations.

Incidentally, information regarding the details of the Region II Planning Meeting set for January 14-16 at Marriott's Grand Hotel at Point Clear is being prepared and should be in the mail to you shortly.

Let me know if you have additional questions or if I may assist you in any way.

*Harold J. Hammond*

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-----Original Message-----

**From:** Marcia.Adams@SCDMV.net [mailto:Marcia.Adams@SCDMV.net]  
**Sent:** Wednesday, October 06, 2004 3:32 PM  
**To:** Hammond, Harold  
**Subject:** RE: AAMVA Region II Bank Signature Document

Harold,

I have signed the documents and returned them to you. Also, will you provide some guidance about the specific duties of secretary? I want to make sure that I am doing what is required.

