



**For Immediate Release**  
February 1, 2011

## **NASS Fact Sheet: Member Office & Duties Overview**

The Secretary of State's responsibilities are arguably the most diverse of any state-level executive office. The position can differ markedly from state to state when it comes to pay, staffing and official duties. For more information about NASS member offices and duties, please visit the DC Connection (Members Only) portion of the NASS website and check out the "NASS Membership Data" link on the far right-hand side of the Member Services page.

### **About NASS**

- Total number of NASS member offices: 51 (includes DC, Puerto Rico and American Samoa)
- NASS membership party affiliations: 30 Republicans/19 Democrats/1 Independent/1 NPP
- Number of elected SOSs (includes 3 members chosen by state legislature): 38  
*(+4 with Lieutenant Governor members from Alaska, American Samoa, USVI and Utah)*
- Number of appointed SOSs: 10 (includes DC and Puerto Rico)
- Annual SOS Salary Range: \$54,594 - \$180,000 (Source: *The Book of the States 2010*)
- Average Salary for Elected SOSs: \$101,160 (Source: Sunshine Review Wiki)

### **Election Duties**

- Oversees the Division of Elections (serves as chief state election official): 40 (39)
- Oversees the canvassing of election results: 38
- Receives initiative/referendum petitions: 24
- Collects candidate filings and campaign finance disclosure reports: 23  
*(+1 counting Massachusetts, which collects this information only for federal candidates)*

### **Business/Commercial and Registration Services**

- Processes and/or commissions notaries public: 47
- Registers trademarks/tradenames: 46
- Registers corporations and business entities (including charitable organizations): 43
- Administers Uniform Commercial Code (UCC) provisions: 42

**(CONTINUED - PAGE 2 of 2) Business/Commercial and Registration Services**

- Registers lobbyists: 21
- Registers athlete agents: 18
- Registers and regulates securities and securities professionals: 10
- Oversees professional licensing boards: 6

**Custodial Duties**

- Files state agency rules & regulations: 37
- Operates the state archives: 18
- Oversees state libraries, museums, cultural/historical affairs programs or Division of the Arts: 11

**Publication Duties**

- Publishes administrative rules & regulations: 24
- Publishes state register or directory: 15
- Publishes state blue book: 12

**Other Notable Duties**

- Keeper of the State Seal: 48
- Operates state confidentiality program: 17
- Oversees and regulates charitable organizations: 14
- Opens the legislative session in one or both chambers: 11
- Maintains registry of appointments to state boards and commissions: 10
- Deals with international and diplomatic community in official state role: 7
- Oversees the division of motor vehicles: 3
- Sets the date of the state's presidential primary: 1

On top of all this, some offices also: register funeral providers, private investigators, casino interests, health spas, trading stamp companies and condos or timeshares; license justices of the peace, polygraph examiners, security guards, private investigators, contractors and employment agencies; operate the state bookstore, the state capitol gift shop or the state capital museum; oversee the state capitol police force, state commissions, community resources and faith-based initiatives; and, serve as state auditor.