

SAMPLE BOARD DESCRIPTIONS

Position: **Secretary**

Description:

Coordinates the arrangements and materials related to Board of Directors and the membership meetings. Records all actions of the Board and membership and prepares meeting minutes. Signed and approved meeting minutes shall form the corporate records of the chapter.

Responsibilities:

Attends all regular and special meetings of the Board of Directors and the membership, and notifies the President if unable to attend so that an interim Secretary can be assigned.

In support of all regular and special meetings of the Board of Directors and the membership:

- Makes the necessary arrangements for conducting meetings whether held in person or by conference call.
- Publishes and distributes notices, agendas, and related materials at the direction of the President.
- Records, prepares, and distributes the minutes.
- Maintains a permanent binder containing notices, agendas, and related materials in addition to the signed and approved minutes.
- Signs corporate and financial documents where Secretary signature is required.
- Maintains an up-to-date mailing list of paid members and prospective members.
- Maintains a file of all membership applications (if there is no Membership Committee).
- Prepares or assists in the preparation of a regularly scheduled newsletter (if there is no Newsletter/Publications Chair).
- Maintains a Secretary's Book of chapter records, correspondence, and activities to be transferred to the incoming Secretary.
- Upon election of a new board, ensures the national office receives an updated board listing

Term of Office: One (1) year

Qualifications

Demonstrated leadership skills, strong business acumen, and a commitment to perform in an orderly and responsible manner all duties of the office.