



## **POSITION DESCRIPTION: SECRETARY**

**Purpose/Objective:** The **Secretary** supports the board by creating and maintaining board documents.

**Qualifications:** The **Secretary** must be a member in good standing and current with both National and Chapter dues.

**Time Commitment:** The approximate time commitment is five hours per month for a two-year commitment.

**Responsibilities include:**

- Certify and keep, at the place designated by the Board, the original or a copy of these Bylaws as amended or otherwise altered to date.
- Maintain minutes of all meetings of the Executive Committee, the Board of Directors, and Chapter meetings. Minutes shall be kept according to recognized published rules of procedure adopted by the Board.
- Assure that all notices are duly given in accordance with the provisions of these Bylaws or as required by law.
- Exhibit, at all reasonable times, to a Director, or to her or his agent or attorney, on request, the Bylaws, the current membership list, and the minutes of the proceedings of the Officers and Board of Directors of the Chapter.
- Perform all duties incident to the office of Secretary and such other duties as may be required by law, by the Articles of Incorporation, by these Bylaws, or which may be assigned to her or him from time to time by the Board of Directors.

**Measure of Success:** The **Secretary** will meet the goals set forth by the board. Records as described in duties are readily available.

**Expenses:** The **Secretary** will be reimbursed for expenses incurred in performing his/her regular duties within a reasonable limit and as determined by the board.

**Benefits:** The **Secretary** will have a key role in the chapter's future; the opportunity to network on different levels; gain beneficial experience and skills; and act as a mentor to new members.