

Secretary

Position Summary:

The secretary provides administrative support to the chapter. The secretary records meeting minutes, writes chapter correspondence, and ensures communication of chapter proceedings and records.

Time Commitment:

Term: One year

Estimated Time Requirements per month:

- Attending board meetings: 2 hours plus travel time
- Attending chapter meetings: 3 hours plus travel time
- Performing other duties: 2 to 4 hours

Responsibilities:

- Ensures that accurate minutes are taken and maintained as legal record of the Chapter's Board of Director (BOD) meetings
- Distributes minutes and project status reports prior to each board meeting
- Provides electronic transmission of minutes to board members
- Creates and maintains board of directors contact information in timely manner and distributes to board and Chapter Leader
- Ensures minutes from BOD meetings are posted to the Chapter's website
- Collaborates with chapter office support personnel including telephone, facilities, equipment, staff, and supplies
- Ensures the safekeeping of all legal documents
- Represents the Chapter professionally and ethically in all business functions and organizational activities
- Maintains the Chapter's Google voice message account
- Signs checks on the Chapter's account, if needed
- Maintains active membership in ATD National and the Local Chapter
- Attends BOD meetings, Chapter meetings, and Strategic Planning Meetings
- Supports membership and attendance goals as determined by the BOD

- Complies with the Chapter's By-Laws and understands his/her responsibilities under the By-Laws
- Assists other BOD members with tasks as needed including the tasks of vacant BOD
- Trains incoming secretary