

POSITION DESCRIPTION: SECRETARY



Basic function: The Secretary takes the minutes at board and membership meetings, oversees the maintenance of accurate meeting records and documentation, and attests to corporate documents.

Specific duties:

The Secretary

- attends all meetings of the board and membership, and ensures that attendance, quorum, votes, and the proceedings of the meetings are recorded appropriately and accurately and maintained in the permanent records of the Association;
- takes minutes at board and membership meetings, and transcribes minutes into proper format;
- ensures that copies of the minutes of all meetings are approved by those bodies and provided to the officers and directors as appropriate;
- maintains custody of the corporate seal of the Association and affixes same to any instrument requiring it;
- serves as a member of the Board of Directors

The Secretary must have the ability to keyboard contemporaneous, accurate notes and to transcribe them into a prescribed format within a reasonably short period of time.

The Secretary must have the ability to follow discussions and record all actions of the board or committee while filtering out extraneous comments.