AZAND JOB DESCRIPTION

Revised: 10/22/24

TITLE: SECRETARY

TYPE: Elected, 2-year term

BRIEF DESCRIPTION: The Secretary facilitates communication to members, Board of Directors and Executive Board. The secretary is elected by membership to serve a two-year term and may be re-elected to serve one additional term.

AREAS OF ACCOUNTABILITY

- Responsible for attending all meetings and documenting, distributing, and maintaining the storage of all the minutes of all proceedings of meetings of the Executive Board and State Association.
- Ensures a quorum of voting members is present at all meetings.
- Publishes the ballot from the Nominating Committee by the date designated by the Board of Directors. Notifies Nominating Committee Chair of election results.
- Other communications to board membership as assigned.
- Maintains updated position descriptions for all Board positions.
- Provides oversight to Student representative

BOARD/COMMITTEES:

- Serve as a voting member of the Board.
- Serves as chair of the Internal Control Committee.

ONGOING DUTIES:

- Attend committee meetings as needed.

QUALIFICATIONS:

- Objective- take accurate information to record transactions at the board meeting
- Understands the governing policies and is acquainted with the bylaws, and the basics of Robert Rules of Order

MEMBERSHIP DIRECTOR CALENDAR:

Summer

- Complete training on Robert's Rules of Order and/or as provided by the State Association.
- Eliminate unnecessary files older than five years.

Spring

- Issue the Association's official ballots.
- In conjunction with the Nominating Committee Chair, notifies candidates and Board of the outcome of the election in writing.
- Updates position descriptions as needed for all Board positions in conjunction with the Executive Committee and other Board members. Presents updated position descriptions to the Board for approval.
- Attend the AZAND Annual Conference.
- Attend the AZAND Board Transition Meeting.