

# NHMEA Position Description Common Template

<b>Job title</b>	Secretary
<b>Reports to</b>	<i>President</i>

## Type of Position

\_\_\_\_\_ Appointed        x   Elected

## Qualifications

*(Common for all positions except for Executive Director)*

Nominee/appointee must be an active music educator

Nominee/appointee must be a current member of NHMEA/NAfME

## Duties and responsibilities

The primary job duties and responsibilities are:

- Keep minutes for all **Executive Council, Board** and All-Member meetings. Minutes should be sent out to the full **Executive Board** for review within a week of the meeting.
- Update NHMEA website with copies of minutes.
- **Serve as liaison to a Council Chairperson. Get monthly reports from the Chairperson to bring to Executive Council meetings.**
- Receive all nominations for Educator of the Year, Administrator of the Year, and **Hall of Fame**. These nominations should be shared with the **Executive Council** to be voted on at the February meeting.
- Direct any correspondence to the appropriate person.

## Timeline of Responsibilities/Duties

July-August: Attend the summer **full Executive Board** meeting and keep the minutes.

September: Attend the September **Executive Council** meeting and keep the minutes.

October: Attend the October All-Member meeting and keep the minutes.

November: Attend the November **Executive Council** meeting and keep the minutes.

## Timeline of Responsibilities/Duties (cont.)

December: Put request for Educator of the Year, Administrator of the Year, and **Hall of Fame** nominations in the December e-mail blast. Make sure updated documents are on the NHMEA

website.

January: Attend the January **Executive Board** meeting and keep the minutes.

February: Attend the February **Executive Council** meeting and keep the minutes. Send out the Educator of the Year, Administrator of the Year, and **Hall of Fame** nominations prior to the meeting.

March: Attend the March **Executive Council** meeting and keep the minutes.

April: Attend the April **Executive Council** meeting and All-Member meeting and keep the minutes.

May: Attend the May **Executive Council** meeting and keep the minutes.

June: Attend the June **Executive Council** meeting and keep the minutes.

#### **Direct reports (if applicable)**

(List by job title any positions to be supervised by the incumbent)

NA

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<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Reviewed:</b>	