



JOB DESCRIPTION: Secretary

Length of Term: Elected by the membership. Serves for two years.

Voting: Voting member of the Board

Responsibilities:

1. Attends all board meetings.
2. At the beginning of the term as secretary, notifies the Academy headquarters of the name and address of the new secretary.
3. Records the minutes of all meetings of the governing board and state association. Provides copies of minutes to each member of the governing board and distributes within two weeks following the meeting. Maintains a permanent record of all minutes.
4. Assists with NHAND mailings as needed.
5. Has access to training in DMIS and provides membership data as requested by board members.