



### **The ORABA Secretary: Job Description**

- I. The Secretary shall keep the minutes of all ORABA meetings, and Board meetings. They shall have all the duties usually vested in the office of Secretary, shall keep such other records, and shall have such other duties as may be prescribed by the President, Vice-President and/ or the Membership. Specific roles and responsibilities include, but are not limited to:
  - a. The secretary shall document **Board Meeting Notes** at each board meeting including, but not limited to: agenda, tasks assigned and items voted on during that board meeting.
    - i. One day before the meeting the secretary will **send out the meeting agenda** to all board members.
    - ii. After the meeting the secretary will **send out a meeting summary** as well as publish this document as a PDF to ORABA's cloud storage for a final documentation of records
  - b. The secretary shall maintain **records of ORABA**, including ensuring the By-laws are up-to-date and records from all events are published.
  - c. The secretary shall conduct official **Board Correspondence** to the members, including, but not limited to, distribution of Newsletters, Event Information, and Voting Opportunities.
  - d. The secretary shall **manage and distribute all CEU certificates**. The secretary will coordinate with the **ACE provider** (currently Dr. Dawn Bailey) to ensure that CEUs are issued after each eligible event as well as work closely with the treasurer to ensure payment for these events.
  - e. The secretary and treasurer shall **manage ORABA memberships** including initial and renewal. The treasurer shall manage payments and the secretary will ensure that the membership list is updated and accurate. The secretary will respond to membership email questions and help troubleshoot members questions re: their membership status.
  - f. The secretary shall manage ORABA's **ABAI affiliation** including the annual chapter summary and ongoing membership with ABAI.



- a. Like all board members, the secretary must be professional in all correspondences inside and outside of the board as they represent and are the face of ORABA.
  - II. The Secretary shall serve as the Chair of the Membership Committee (when created) and shall be responsible for the administrative processing of Membership applications, status, and lists. The Secretary shall file a one-page annual report to the ABA Executive Council by April 15 of each year.
  - III. General Board Responsibilities: As a board member of ORABA, the Secretary shares in the general responsibilities of the board including:
    - a. Board members shall be **present at all board meetings**, give advance notice if they cannot attend, and understand that their right to vote is forfeited if not present at the meeting unless a vote was provided electronically before the conclusion of the meeting.
    - b. Board members shall **communicate consistently** with other board members and outside parties by checking and responding to email twice a week, at minimum.
    - c. Board members shall **delegate** their tasks if unable to complete them in a thorough and timely manner. The delegatee shall be given the original deadline by the delegator and shall complete the task by then. If delegation is not possible and the position responsibilities cannot be fulfilled, the board member will be asked to step down, and a replacement will be found by membership vote.
    - d. Board members shall **respect** other board members, committee chairs, advisors, and all ORABA members at all times.
    - e. Board members shall share responsibility of **website management** and be trained in the electronic services and website add-ons maintained by ORABA (see Memberclicks roles and responsibilities document).
  - IV. The Secretary will serve a two-year term and can be re-elected for up to one consecutive term. At the end of the active terms, the Secretary may become a Board Advisor.
- (4) Past Secretary - The Past Secretary shall provide expert advice to the Secretary on any task required for furthering the mission statement and purpose of the organization. The Past Secretary will provide specific feedback to the Secretary about membership details such as membership renewals, certificates and meeting agendas and minutes.