



Secretary

Time Commitment: 5-10 hours per month – 12 months per year

The Secretary is accountable for the official minutes at all Meetings and the mass communication channels to the Association. The Secretary is responsible for preparing for Meetings by collecting Directors reports, creating agendas, taking notes at meetings, sending minutes to board members or members in a timely manner, keeping track of motions passed or denied, and ensuring meeting rooms are booked for in person meetings or online meeting access is available for online meetings. The Secretary is also responsible for sending out any communication to board members or association members as directed by the President or other Directors.

The following key roles report to this position:

- Webmaster Administrator,
- Social Media Community Administrator, and
- Communications & Marketing Administrator.

Skills required for this position are:

- Ability to listen and summarize key points into understandable terms,
- Ability to lead and monitor the activities of key roles,
- Able to use Google tools (Docs, Sheets, Forms, etc.), and
- Excellent organizational and action tracking skills.