



Board of Directors Job Description

Secretary

Term: Two years, beginning in January after election by membership.

Time Commitment: Approximately 1 hour per week, depending on activities.

Administrative Responsibilities:

- Assist the Management Team in coordinating the Board schedule, minutes, and record-keeping.
- Work with the Management Team to coordinate special meeting of the Board or membership if needed.

Attendance Responsibilities:

Occurrence:

- | | |
|------------------------------------|---------------------------------|
| • Board of Directors meetings | <i>4-5 times/year</i> |
| • Leadership Retreat | <i>Once/year</i> |
| • Educational or membership events | <i>2-3 times/year as needed</i> |
| • Advocacy activities | <i>As needed</i> |

Board Responsibilities:

- Serve as an ambassador for the association to membership and the professional community.
- Work with the President and Management Team regarding Board of Directors meeting logics, including taking minutes of Board meetings.
- Participate in Board of Directors meetings as a voting member, representing interests of membership as a whole.
- Display accountability toward visioning for the association, including participating in activity planning, budget planning, activity assessment, advocacy efforts, etc.

Committee and Project Team Responsibilities:

- Participate in committees and project teams as desired.