



Board Position:	Secretary	Eligible to Vote:	
Chapter Name:		State:	
Term Start Date:		Term End Date:	
Reports to:			
Job Description			
<p>Objective: Provide administrative support at monthly board meetings and assist in coordinating any administrative or writing tasks as needed.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> ✓ Oversee timeliness and agenda adherence for monthly board meetings ✓ Record minutes electronically during board meeting ✓ Provide recorded board minutes to all chairpersons following adjournment of all meetings ✓ Assist Officers in coordinating educational and professional development events including printing, mailing, organizing materials, assisting with coordination of catering, agenda planning, and execution ✓ Maintain written record of board budget and work with Treasurer to provide monthly and quarterly financial statements for review ✓ Other administrative duties as assigned, to include issuing payments, managing reimbursements, and calendar management. <p>Expected Commitment: Monthly Deliverables (based on board's strategic plan) Chapter Board Meetings and Events Regional and National Meetings and Events</p>			
Chair:		President:	
Sign:		Sign:	
Date:		Date:	