



Position Description - Secretary

POSITION SPECIFIC INFORMATION PER BYLAWS

Position Description

Per Article V Section 4, EWGA Chapter Bylaws version Form C-1:

The Secretary shall:

- Have custody of, and maintain, all of the corporate records and the CHAPTER governance documents except the financial records
- Record and distribute the minutes of all meetings of the members and of the Board of Directors
- Send all notices of all meetings
- Be responsible for annual corporation filings with the state, as required
- Perform such other duties as may be prescribed by the Board of Directors or the President

Election and Term of Office

Per Article IV Section 11, EWGA Chapter Bylaws version C-1:

- Elected Chapter Officer, elected in years ending in an even number
- Elected for two-year term
- May be elected for a 2nd term (serving as Secretary for 4 consecutive years total)

ROLE AND RESPONSIBILITIES EXPANDED

The Role of the Secretary

The Secretary is the master record keeper for the Chapter. She is responsible for keeping an accurate record of Chapter activities and overseeing proper reporting.

Estimated Time per Week

- Div I: 2 - 4 hrs
- Div II: 2 - 4 hrs
- Div III: 1 - 3 hrs
- Div IV: 1 - 2 hrs

Responsibilities

The Secretary shall:

- ***Maintain all Chapter Records including but not limited to:***
 - Chapter Business Planning Documents
 - Board Meeting Minutes
 - Committee Board Reports
 - Chapter bylaws
 - Chapter contracts and other official agreements

- Chapter incorporation documents
- ***Maintain the Master Calendar including but not limited to:***
 - Chapter's Event Calendar
 - Board Meetings
 - Election timeline
 - Key Association Dates
 - Transitional Meetings
 - Special Events
 - Important Community Items
- ***Take, prepare and distribute minutes of all regular and special meetings of the Chapter and Board.***
- ***Complete and submit required forms to Association Headquarters.***
- ***Distribute items to the board as requested by the President, such as:***
 - Issue calls for meetings
 - Distribute meeting agendas
- ***Attend Board meetings as requested***

Resources

Chapter Development Team and other Headquarters Staff; Sectional Team; Members Only Section of the EWGA web site; Leadership Links e-Community; Chapter Bylaws; Chapter Affiliation Agreement; Chapter Business Plan; Leadership Updates; Par-Tee Line; Other Chapter Secretaries.

Note: Forums within Leadership Links e-Community provide a method for posing questions and sharing best practices with other Secretaries.

Characteristics for Success

- Detail oriented - Ability to accurately record meeting conversations, discussions, decisions, action items, pending items, agreed upon due dates and responsibilities, etc..
- Prompt – prepare and distribute meeting minutes in a timely fashion
- Punctual – on time and prepared for all board and planning meetings
- Competent with the Computer