

Secretary – Position Description

Overview

The position of Secretary is an elected office. Each year in August the Immediate Past President heads a nomination committee to recruit and vet candidates for the elected offices for the next year. The slate of candidates is announced to the membership in November and voted on in the December Annual Meeting. The term runs from January 1st until December 31st.

The Secretary shall keep minutes of both General Meetings and regular Board Meetings. The Secretary is a member of the Board of Directors.

Qualifications

Any candidate for the position of Secretary must be a member in good standing. Good standing includes:

- Dues paid
- At least 8 hours of continuing education
- At least 20 hours of annual service from project categories of VM, ES, YH and QL
- Passed background check

Job Duties

- Determine if a quorum is present at a board meeting in order to conduct official business
- Provide minutes of the previous Board meeting and any Association meeting to the Board before each Board meeting so that they may be reviewed
- Maintain a true and faithful record of all Board and Association meetings
- Take notes at any extraordinary meetings
- After approval by the full board provide minutes to be posted on VMS
- Handle correspondence as directed by the President
- Transfer all records to a successor
- Possibility of additional duties as appropriate to the position of Secretary