

Chapter Leader Position Description: Secretary

Position Summary:

The administrative secretary provides administrative support to the chapter. He/She records meeting minutes, writes chapter correspondence, and ensures communication of chapter proceedings and records.

Time Commitment:

Term: One year

Estimated Time Requirements per month:

- Attending board meetings: 2 hours plus travel time
- Attending chapter meetings: 3 hours plus travel time
- Communicating with administrative office about routine issues: 2-4 hours

Responsibilities:

Chapter Support

- Coordinates any requirements involving the chapter's bylaws and/or articles of incorporation, including notification of meetings
- Ensures the safekeeping of all legal documents
- Recruits and trains incoming secretary, providing the incoming officer with computer/paper versions of chapter files

Board Participation

- Ensures that accurate minutes are taken and maintained as legal record of the chapter's board meetings
- Distributes minutes and project status reports prior to each board meeting
- Provides electronic transmission of minutes to board members
- Creates and maintains board of directors contact information in timely manner and distributes to board
- In collaboration with the president, sets annual goals for managing chapter administration
- Represents the chapter professionally and ethically in all business functions/organizational activities
- Attends and participates in all board and chapter meetings. Participates in other chapter events, committee meetings, and regional conferences as available

Qualifications:

- Member of ATD and chapter
- Demonstrated skills in typing, word processing, record keeping, and administrative processes
- Possess an ability to pay close attention to detail
- Ability to build, motivate, and lead chapter volunteers where needed
- Skilled in verbal communication, diplomacy, personal interaction, and problem-solving
- Ability to plan, organize, and evaluate activities required by the position
- Ability to complete projects within established timeframes
- Time to attend board meetings and other chapter functions as required by this position