

**BOARD OF DIRECTORS
SECRETARY JOB DESCRIPTION**

Position:	Secretary
Term of Service:	1 year
Status	Active
Oversight of:	Secretary
Oversight by:	Board of Directors
Purpose:	<p>The Secretary is a member of the Board of Directors, and is an Officer of the Chapter. In addition to the duties as a Board member, has the primary responsibility for the record keeping of the Chapter.</p> <p>Within the limits of the Chapter bylaws and policies, the Secretary will provide the Board of Directors with copies of all minutes from all board meetings and has commensurate authority to accomplish the duties as set forth below:</p> <ul style="list-style-type: none"> ● Shall appoint Committees, in conjunction with the President, President- Elect, Vice President and Treasurer, to serve during the tenure of the President; ● Keep a record of the proceedings at all Chapter board meetings. A copy of these minutes shall be sent electronically to Board members as soon as possible after meetings and approved at the following meeting. The Secretary is responsible for forwarding a copy of the approved board minutes to the Association Communities webpage, post on Google Drive and the Mile High website (with assistance as needed from the Communications Chair). The Secretary will maintain a Minute Book in good order, and shall include the original minutes of each meeting and any attachments described in the minutes permanently; ● Be available for mass mailings and other miscellaneous correspondence including polling the Officers and Board of Directors regarding a particular question; ● Order supplies as needed (such as stationery, notebooks, notebook dividers and envelopes) and distribute them to Board members upon request.; ● Submit written request for expense allocation for secretarial functions to the Treasurer for inclusion in the annual budget; ● Perform additional duties as specified by the President or Board of Directors;

- | | |
|--|---|
| | <ul style="list-style-type: none">• Encourage members to abide by ALA's Code of Ethics; |
|--|---|

The Secretary is responsible to the Board of Directors and to the membership for seeing that the programs and policies of the Chapter reflect the needs and aspirations of the membership.