

# Board of Director Functions ASTD/Rock Valley Chapter

## SECRETARY

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**PURPOSE:** To Organize and Distribute Chapter and Board Information.

**REPORTS TO:** Chapter President

**INTERACTS WITH:** President, Program Director

**TERM:** One Year - August 1 to August 1

**SUPERVISES:** Support managers and committee chairs as required by the position

### RESPONSIBILITIES:

1. Take minutes of Board meetings and distribute to all Board members.
2. Collect and organize meeting reservations, distribute to President and Program Director in a timely manner.
3. Complete meeting minutes and assigned projects within established time lines.
4. Maintain accurate records and files of Board meetings and chapter meetings.
5. Orient incoming Secretary to position responsibilities and provide the new Secretary with all past records and data.

### QUALIFICATIONS:

1. Time available to attend Board meetings, Chapter meetings and other functions as required by the position.
2. Familiarity with database functions and access to a computer that can maintain database functions.
3. Familiarity with word-processing functions and access to a computer that can run those applications.
4. Ability to positively represent the Chapter to prospective and present members.
5. Access to an email account that can be used for Chapter discussions and distribution of updates.