

JOB DESCRIPTION

Effective: 07-07-11

Category: **Volunteer**
Job Title: **Secretary (2-year term alternating with Treasurer)**
Immediate Supervisor: **President**

Job Description:

General –The Secretary is responsible for the oversight, recording, and distribution of accurate, written account of actions or minutes taken at Board of Director (BoD) and Executive committee (EC) meetings. In his or her absence, he or she designates a representative to do so. The Secretary also acts as the BoD Parliamentarian.

I. Detailed

A. General Performance Requirements

1. Refer to Director-At-Large's Job Description for General Performance Requirements.

B. Specific Performance Requirements

1. Oversee development of AHMPAHMP policy and procedures, including interim policies, when necessary for the proper guidance of AHMPAHMP business.
2. Responsible for reviewing all AHMPAHMP records (with the exception of the financial records).
3. Manage the recording and distribution of accurate, written account of actions or minutes taken at Board of Director (BoD) and Executive committee (EC) meetings.
4. Complete the meeting minutes and task list during EC and BoD meetings.
5. The Secretary's signature attests all official actions of AHMPAHMP.
6. Document progress related to completion of tasks assigned to the BoD.
7. Monitor and document accomplishments related to the AHMPAHMP Strategic Plan.
8. Act as parliamentarian at BoD and EC meetings

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II. Time Management and Accountability

A. Calendar and Deadlines:

1. Respect calendar and deadlines including those listed in the Boardbook.

B. Paperwork and Administration Duties

In addition to the Paperwork and Administrative Duties detailed in the Director-At-Large's Job Description, the Secretary must also perform the following duties:

1. Oversee production of meeting minutes for all BoD and EC meetings.
 - i. These meeting minutes must be sent to the president for review prior to transmission to the general membership.
 - ii. The computer generated meeting minutes must be submitted within 10 days following an AHMP meeting to the BoD or EC for review.
2. Oversee the updating and creation of all policies and procedures at the direction of the President.
3. Insuring that all updated policies and procedures are submitted to the National Office.
- 4.. File other reports as directed by the President or the Board of Directors.

C. Time Commitment

1. Commit no less than 15 hours per month to this position.

III Meetings

A. General

In addition to the General Meeting requirements detailed in the Director At-Large's Job Description, the Secretary must also:

1. Prepare for and attend all EC face-to-face meetings, scheduled teleconferences or internet meetings held periodically throughout the year, including the meeting associated with the annual conference.
2. Maintain confidentiality of the EC sessions.
3. Perform secretarial and parliamentarian duties as required by parliamentary law, AHMP By-laws and Robert's Rules of Order Lite (RROL).
 - a. Determine when a quorum is achieved at meetings of the BoD.
 - b. Monitor BoD and EC meetings to ensure that the meetings are properly called to order, recessed and/or adjourned.

- c. In conjunction with the Executive Director/National Office Staff (ED/NOS) , monitor BoD and EC meetings to ensure adherence to the approved agenda.
- d. Track all assigned tasks during BoD and EC meetings and provide a verbal report back to attendees prior to adjournment.

B. Chair

- 1. Serve as Chair of BoD and EC in the absence of the President and Vice President.

C. Membership

- 1. Serve as a member of the EC as assigned by the President.

VI. Other Duties

A. Fiduciary Responsibility

Refer to Director-At-Large's Job Description for Fiduciary Requirements.

B. Fundraising

Refer to Director-At-Large's Job Description for Fundraising Requirements.

C. Membership

Refer to Director-At-Large's Job Description for Membership Requirements.

D. Strategic Planning

Refer to Director-At-Large's Job Description for Strategic Planning Requirements.

E. Requirements for Position

A qualified candidate for the position of Secretary shall meet the requirements for a Director.

F. Benefits

All benefits afforded to volunteers of the AHMP by policy (POL-05-001 and PRO-04-002) or otherwise.

I, _____, having read the above statement of roles and responsibilities for members of the Board of Directors of AHMP, do hereby commit to meet these expectations.

Signed: