

## Secretary

### Position Description

The Chapter Secretary is primarily responsible for recording and publishing minutes of Board meeting proceedings. Responsibilities also include composing and distributing Chapter business correspondence as appropriate, and housing various Chapter documents.

### Essential Duties and Responsibilities

- Document Board discussions, decisions, action items and tabled items.
- Support President by apprising him or her of outstanding action items and tabled items and adding to agenda as applicable.
- Assist President during meeting by consulting old minutes, correspondence, etc as needed.
- Maintain identified Chapter documents. Maintain hardcopy of Board minutes and all attached reports, communication, etc. for time period as stated in 2007 Risk Matrix.
- Prepare and distribute minutes within five days after the related meeting. Assist Communications Committee to ensure minutes are posted on Chapter website.
- Deliver committee reports to Board in event that committee chair cannot attend meeting.
- Recruit member to serve as substitute in the event of Secretary's absence.
- Provide information from past meetings to Board members and other membership upon request.
- Record minutes of Special Called Meetings of the Chapter and other proceedings as required.
- Provide support to all Board members and members-at-large as well as to standing Board committees and ad hoc membership groups.

### Qualifications

- Effective written communication specifically ability to concisely summarize discussions.
- Ability to document discussions while at the same time editing for sensitive and/or confidential information.
- Proficiency in active listening skills.
- National member of ASTD and a member in good standing of the Midlands ASTD Chapter.
- Able to serve in position for a term of one year with possibility of re-election for an additional term.  
*NOTE: President-Elect and Past President's positions are extended automatically in the event that the current serving President is re-elected for an additional term.*
- Time available to attend Board meetings and Chapter meetings as specified in Bylaws. Includes time available to chair committee meetings, participate in preparation for special events, etc.
- Partner with and support corresponding Geographic Interest Group (GIG) position as applicable.
- Assist the Nominating Committee by recruiting members for Board positions. Recruitment suggestions may also extend to standing committees, and other ad hoc groups/committees. Train replacement to assume role.
- Ability to build, motivate, and lead a team of volunteers.
- Ability to plan, organize and evaluate activities required by position.
- Ability to complete projects and goals within established timeframes.
- Working knowledge of computers and software applicable to position (e.g., Word, Excel, PPT, email, etc). Some positions (e.g., Treasurer, Membership Chair) also require use of other specific software.