

## Secretary

### Position Summary:

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

### Time Commitment:

**Term:** Two years

#### Estimated Time Requirements per month:

- Attending board meetings: 1-1/2 hours (includes prep time)
- General administrative and project work: 4 hours

### Responsibilities:

#### Chapter Support

- Collaborates with chapter leaders to coordinate board level communications
- 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, and familiarizes incoming board members with the location of chapter documents.

#### 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
- Posts board minutes to the website
- 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:

- Demonstrated skills in typing, word processing, record keeping, and electronic 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

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- National member of ASTD and a member in good standing with the local chapter

**ASTD Resources:**

[Chapter Relations Manager](#)

[National Advisors for Chapters \(NAC\)](#)

[Chapter Operating Requirements \(CORE\)](#)

[Sharing Our Success \(SOS\)](#)

[Chapter Leader Community \(CLC\)](#)

[Leadership Connection Newsletter \(LCN\)](#)

[Toolkits](#)

[Chapter Leader Webcasts](#)