

Revised by: \_\_\_\_\_ Date of Revision: \_\_\_\_\_  
Approved by: \_\_\_\_\_ Date of Approval: \_\_\_\_\_  
Reviewed with no changes by: \_\_\_\_\_ Date of Review: \_\_\_\_\_  
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**TITLE OF POSITION:** Secretary  
**ELECTED OR APPOINTED:** Elected  
**DURATION OF POSITION:** Two (2) year term, re-elected in opposing year the treasurer is elected.  
**TERM OF OFFICE:** June 1 to May 31  
**VOTING/NONVOTING:** Yes  
**REPORTS TO:** President  
**EXPECTED TIME COMMITMENT:** One (1) to two (2) hours per month  
**BY LAWS:** Article VII. Structure of Governing Board, Section 1; Article IX. Standing Committees, Section 1,

**PURPOSE OF POSITION:**

Maintains records (including but not limited to minutes, board policies, legal documents and contracts), records minutes and initiates correspondence for the affiliate.

**AN IDEAL SECRETARY:**

- Objective - listens well and accurately to record transactions at Board meetings.
- Detail-oriented to assure records are kept and filed accurately.
- Willing to devote the necessary time to fulfill responsibilities and to respond in a timely manner to leadership requests.
- Requirements:
- Understands the governing policies and is well acquainted with the bylaws.
- Knowledge of basics of *Roberts Rules of Order* to facilitate effective Board meetings.

**RESPONSIBILITIES:**

- Facilitates the taking of board meetings minutes, review, approval and distribution of minutes
- Record transactions of all meetings of the directors and maintains separate books of all such meetings in the form and manner required by law.
- Assures the maintenance of non-financial records necessary to comply with applicable laws and policies.
- Serves as a member of the Executive Committee of the Board.
- Performs other duties as designated by the Executive Committee.
- Serve as the Board liaison for the Membership Committee. Ensure committee is meeting its objectives.
- Prepare and update future secretary's files for end of term of office. Provide files and orient next secretary as to duties of the office.
- **Reporting duties:** Submits previous board meetings draft minutes for board approval within 1 month of board meeting.
- May sign in the name, and on behalf of the affiliate, any contracts or agreements authorized by the Board of Directors (BOD).

**TRAVEL REQUIREMENTS:**

- Attendance at all Board of Directors Meetings

**RESOURCES:**

- Affiliate Resource page ([www.eatright.org/affiliate-resources](http://www.eatright.org/affiliate-resources)) including “Committee Management Toolkit”

**BENEFITS FOR VOLUNTEERING IN THIS POSITION:**

- Learn nonprofit policy and policy implementation
- Influence affiliate strategic direction and fiscal policies

**WHAT SECRETARY’S PLACE IN THEIR RESUMES:**

- Maintained # records for # member affiliate.
- Served on the [affiliate name] Executive Committee.
- Helped to implement # strategic decisions for # member affiliate.

**LEADERSHIP ADVANCEMENT:**

- Most secretaries, if looking to become further involved, advance to a district president or affiliate treasurer position.