

JOB DESCRIPTION FOR SECRETARY

- Serve as a member of the Chapter Board of Directors.
- Act in the place of the Chapter President in the absence or incapacity of the Chapter President, 1st Vice President, 2nd Vice President and 3rd Vice President.
- Distribute announcements of Chapter board meetings and Chapter membership meetings in accordance with national AMTA Bylaws or Chapter standing rules (if applicable).
- Attend Chapter board and Chapter membership meetings and ensure that attendance, votes and the proceedings of the meetings are recorded and maintained in the permanent records of the Chapter.
- Conduct roll call of board members at Chapter board meetings and membership at Chapter membership meetings for official records and to establish the presence of a quorum.
- Record proceedings of Chapter board meetings and Chapter meetings.
- Distribute minutes of Chapter board meetings to board members and Chapter meetings to the Chapter membership as soon as possible following the meeting but no later than three weeks following the meeting unless otherwise stipulated in Chapter standing rules (if applicable) or Chapter policy.
- Maintain the official, permanent record of Chapter board and Chapter membership proceedings.
- Accept responsibilities delegated by the Chapter President.
- Forward to the Chapter Relations Administrator, on a timely basis, a list of names and positions of Chapter officers at the start of each fiscal year but no later than August 1st. Updates must be received by the Chapter Relations Administrator within 15 days of any change in the Chapter roster.
- In cooperation with the Chapter President and the Chapter Treasurer:
 - Conduct the regular day-to-day business affairs of the Chapter,
 - Have signature registered with the bank servicing the Chapters and with any other financial institutions serving as depository of funds.
- Direct and refer members to appropriate volunteer and staff contacts as needed.
- Be available to receive direct feedback from members for input to the Chapter board and to communicate, in an informed manner, information regarding actions of the Chapter board.
- May serve as Committee Chair (as appropriate for your Chapter's needs).
- Ensure Chapter operations are consistent with the AMTA Strategic Plan.
- Fulfill the fiduciary, due diligence and other responsibilities of Chapter board members as described in the AMTA Bylaws.
- Maintain orderly records, including the Chapter's permanent record, and an outline of the procedures required to fulfill the Chapter Secretary's responsibility

and supply the incoming Secretary with those records to ensure a smooth transition