



## Secretary Job Description

The Secretary prepares Board minutes, maintains Chapter historical records and keeps current with the AMA activities. The Secretary is also expected to perform all the duties specified by the Constitution and Bylaws or those approved by the Board of Directors.

### Specific Responsibilities

Maintain Chapter files including:

- Chapter roster
- Chapter history
- Annual reports
- Chapter Constitution and Bylaws (submit approved amendments to AMA)
  - Prepare and maintain Board meeting minutes and submit to AMA.
  - Help prepare Chapter Excellence Awards entry.

### Responsibilities

- Time commitment: 3 - 5 hours per month.
- Submit Board meeting minutes and other reports as required by AMA.
- Maintain chapter history and organize chapter documents.
- Responsibilities common to all Officers and Directors.

### Recommended

- Excellent written communication skills.
- High-level organizational skills.
- Attention to detail and time management skills.