SECRETARY

The Secretary is critical in fostering communication by providing accurate meeting minutes and properly complying with regional bylaws.

SPECIFIC DUTIES
- Attend all board meetings and maintain accurate documentation
- Timely distribution of meeting materials such as agendas and meeting minutes
- Assist in drafting letters or communiqué as needed by Board Members
- Responsible for sending invite and meeting notice to all Board Members and the DAA
- Perform other responsibilities assigned by the DAA as needed
- Participate in monthly executive committee conference calls

TIME COMMITMENT
The Secretary position requires between 2 and 5 hours per month depending on the size of the region

TERM LIMIT AND REQUIREMENTS
This position is appointed via the nomination process

QUALIFICATIONS
- Must be organized and have an attention to detail
- Must be timely in providing information as needed