



**JOB DESCRIPTION: SECRETARY**

The Secretary must be duly elected to office by the Board of Directors of the IECA Northeast Chapter (“NEC”) for a one-year term. The Secretary must be a current member in good standing of the IECA and the NEC. There is no term limitation provided the above stated criteria are met.

The primary function of this position is to accurately record, and distribute in a timely manner, the minutes of NEC Board of Directors (“Board”) and Membership meetings.

A person serving in this position should have the appropriate skills to perform at the required level of competence compatible with this position; in-depth knowledge of the NEC’s mission; and very good communication skills as a representative of the NEC.

**DUTIES AND RESPONSIBILITIES** *include but are not limited to:*

- o Accurately records the key points presented, general discussion, motions & seconds, votes and action taken at NEC Board meeting conducted throughout the year; this includes regularly scheduled as well as “special” meetings called by the President.
- o Prepares clear and concise minutes with appropriate action items for all Board meetings.
- o Distributes those minutes to the entire Board and appropriate NEC committee chairpersons within two weeks of the meeting.
- o When required, prepares correspondence on behalf of the NEC; typically this will be done at the request of the President for signature by the President or Secretary.
- o Participates as a voting member of the NEC Board at all meetings on all Chapter resolutions.
- o Attendance at 75% (minimum) of the meetings is required.
- o Represents the NEC at conferences, workshops and expositions at the request of the NEC President.
- o Upholds the NEC’s Bylaws.
- o Assumes and professionally completes any & all tasks assigned by the President.
- o Exhibits a professional, unbiased attitude when representing the NEC.