

The following description was taken from the most recent 2021 bylaws.

Secretary

The Secretary is a Director position and a vital role on the Board of Directors. The role collaborates closely with the President and President-Elect. The Secretary records meetings' notes and conference calls and distributes this information appropriately. The Secretary assists in preparing agendas and works with the board administrator in making sure all board records are filed and documents are kept up to date.

Term: 3 years with the possibility of renewal for a second term

Requirements:

- Member of CAMFT
- Member of SDNC-CAMFT

Qualities:

- Excellent communication skills
- Excellent organizational skills
- Excellent time management
- Attention to details
- Ability to work proactively

Essential Job Functions:

- Prepares minutes for permanent records following meetings.
- Collaborates with the President and board administrator to assemble meeting agendas.
- Sends approved minutes for posting on the website.
- Works in tandem with Board of Directors and board administrator to manage BOD web pages, public and social media accounts.
- Shall perform such other duties as may be prescribed by the Board of Directors or the Bylaws
- Familiar with Board procedures and ensures the Board is in accordance with the SDNC CAMFT Bylaws.

Additional information not taken from Bylaws

- Reviews monthly meeting minutes prior to the next board meeting.
- Maintain and transition complete records to the incoming secretary by utilizing email folders, and place copies of chapter documents in the appropriate shared Google Drive folders, in order to maintain historical information.

Additional information from CAMFT

Specific duties:

1. The Secretary shall keep accurate minutes of all business meetings of the association and the board. Record what is done, not what was said.
2. The Secretary shall maintain an accurate membership list.
3. The Secretary shall handle correspondence, and send out notices when there is no one else assigned to this duty--such as a Corresponding Secretary.
4. The Secretary shall work in close harmony with the President.
5. The Secretary shall prepare the agenda for meetings in consultation with the President.
6. The Secretary shall keep the records of the association, including committee reports.
7. The Secretary shall take to each meeting: the minutes book, bylaws, policies, a list of members and a list of committees and members, agenda, records, ballots, and any supplies that may be needed.
8. The Secretary shall call the meeting to order if the President and the Vice President(s) are absent, and preside until a temporary chair is elected.
9. The Secretary shall send the President a copy of the minutes as soon as possible after each meeting.
10. The Secretary shall make minutes available for examination by the members upon request.
11. The Secretary shall notify officers, committee members, and delegates of their election or appointment.
12. The Secretary shall transfer all material pertaining to the office to the newly elected Secretary and indoctrinate the newly elected Secretary as to the role of the position.
13. The Secretary shall supply CAMFT with the names, addresses and phone numbers of the Chapter's Officers, Board of Directors and Committee Chairs and shall update CAMFT with same as there are changes.
14. The secretary shall provide CAMFT with the information which is published about the Chapter in The Therapist. The information is to be updated by the Secretary as the information changes.