

Role & Function: Secretary

Description: The Secretary is an elected member of the Executive Committee. The role of the Secretary is to provide support in business affairs, support facilitated board meetings, and assist the Executive Director to ensure that the association is fiscally solvent.

Accomplishment	Sub-Accomplishments / Critical Dimensions	Measures	Standard
BOARD & COMMITTEE FUNCTIONS			
Participate in Full Board Meetings	Communicate availability to attend Actively participate in Full Board Meetings Ensure Administrative Assistant is active recorder of meeting minutes Review draft of meeting minutes prior to posting to website	Meeting minutes Maintain documented folder with all forms of communication for reference	Meetings attended regularly Draft minutes reviewed and approved by Executive Director and President Ensure documents posted on apbs.org for public accountability
Participate in Executive Committee Meetings	Communicate availability to attend Actively participate in Executive Committee Meetings Ensure Administrative Assistant is active recorder of meeting minutes Review draft of meeting minutes prior to posting to website	Meeting minutes Maintain documented folder with all forms of communication for reference	Meetings attended regularly Draft minutes reviewed and approved by Executive Director and President Ensure documents posted on apbs.org for public accountability
Participate in General Operating Committee Meetings	Communicate availability to attend Actively participate in General Operating Meetings Ensure Administrative Assistant is active recorder of meeting minutes Review draft of meeting minutes prior to posting to website	Meeting minutes Maintain documented folder with all forms of communication for reference	Meetings attended regularly Draft minutes reviewed and approved by Executive Director and Vice President Ensure documents posted on apbs.org for public accountability
Executive Committee Liaison for	Actively participate in	Meeting minutes	Meetings held regularly

Accomplishment	Sub-Accomplishments / Critical Dimensions	Measures	Standard
Dissemination Committee	Dissemination Committee Meetings Provide status updates to Executive Committee on Dissemination Committee goals as relevant		
Facilitate and/or participate in related Ad Hoc Work Groups	Participate actively in meetings Keep Full Board and Executive Committee informed about important issues	Project documents, Meetings, Other communication	Meetings held regularly Documents sent in advance of meetings
OTHER MANAGEMENT TASKS			
Support Writing Tasks associated with Executive Committee Roles (as needed)	Develop documents (e.g. proposed annual budget, investment proposals, etc)	Documents, reports, and other communications	Review of written materials annually within APBS Meets or exceed deadlines for submitting materials Recipients of correspondence feel respected by APBS
Communicate with Administrative Assistant with note taking and record keeping	Review letters to members and other interested parties Confirm approved/draft minutes and insure posting on website,	Email and other written documentation (website, hard copy letters)	Annual survey to network members and board members asking for feedback in an anonymous fashion

Skill Sets Requirement

- Ability to communicate effectively with other individuals
- Writing skills for various types of tasks
- Experience following Robert’s Rules of Order is helpful (This can be learned over time)
- Understanding and experience with general problem solving model