



## **Secretary Job Description**

### **Purpose**

The Secretary serves as the chief volunteer officer assuring the maintenance of non-financial records necessary to comply with applicable laws and policies of the Association. Records minutes of board meetings and initiates correspondence for IPPA.

### **Responsibilities**

- Serves as a voting member of the Executive Committee.
- Serves as a voting member of the Finance Committee.
- Understands the governing policies of the Association and is well acquainted with the bylaws.
- Takes minutes at all Board meetings.
- Submits written drafts of minutes to the board for approval, and ensures minutes are accessible tools for governance.
- Working with IPPA Headquarters assures that records are maintained, including minutes, Policy and Procedures Manual, legal documents, and contracts.
- Submits for publication in the Association newsletter, a summary report of each Board meeting.
- Understands basics of *Roberts Rules of Order* to facilitate effective board meetings.
- May be asked by President and Executive Director to assist with meeting agendas.

### **Time Commitment**

An average of one hour per week is needed to submit reports, prepare minutes and conduct conference calls with Executive Committee and Association staff leaders.