**Position Description**

**Position:** Secretary

**Purpose of Position**: Record and maintain minutes of Board of Directors meetings, Executive Committee meetings and General Membership meetings. Keep additional records and correspondence pertaining to association as required.

**Accountable To:** Chair, Board, and Membership

**Term of Office**: 2 years

**Time Commitment:** 2 hours a week

**Responsibilities**:

1. Be an active member of the MAVA Board.
2. Be a paying MAVA member.
3. Serve as member of the MAVA Executive Committee.
4. Record, maintain and distribute/post minutes of all Board meetings, Executive Committee meetings and General Membership meetings.
5. Record and maintain records of meeting attendance.
6. Report on communications received by Association and oversee preparation of responses to communication requests as required.
7. Assure that meeting agendas, minutes and related records and correspondence of the Association are filed and preserved.
8. Attend all MAVA Board meetings and prepare committee reports as necessary.
9. Maintain accurate and complete records.
10. Assure accurate and timely information related to MAVA for annual report, newsletter and website.
11. Orient new Secretary to position and transfer records and materials.
12. Make and follow through on donation pledges to MAVA to actively support fundraising efforts.

**Skills Needed**:

1. Excellent oral and written communication skills and attention to detail
2. Familiarity with process of creating and maintaining accurate records
3. Ability to meet deadlines

**Benefits:**

1. Enhance management skills through a leadership position in a statewide association

Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_