

Subject: Job Description	Initial Date: 01/02/2007
Responsibility: Secretary	Date Revised: 02/23/2007; 12/23/2008
Approved by: Board of Directors	Revision Approved:

P & P 102-D
JOB DESCRIPTION FOR THE SECRETARY

As defined in By-Laws:

- The Secretary shall keep or cause to be kept, in storage and on a computer USB or such other place as the Board of Directors may direct, a book of Minutes of the proceedings of its Board of Directors, members and committees of the board, with the time and place of holding, whether general or special, and, if special, how authorized, the notice given, the names of those present at such meetings, the numbers of members present or repressed at such member's meetings, and with the proceedings of such meetings.
- The Secretary shall give or cause to be given, notice of all meetings of the members and of the Board of Directors required by the ByLaws. The Secretary shall have such other powers and perform such other duties as may be prescribed by the Board of Directors or the ByLaws.
- In the event of the Secretary's absence, his/her duties may be performed by any member appointed by the President.

Specific duties:

The Secretary is responsible for keeping Minutes of meetings and reminding the Board of Directors of ByLaws' issues as they arise.

The Secretary's duties include:

1. Attends all board meetings and the annual chapter meeting.
2. Attends board meetings prepared to debate and discuss issues at hand.
3. Regularly handles board business through email, including debate, which allows a board meeting to be mainly a voting event for issues already discussed by email.
4. Actively supports the decisions of the Board of Directors.
5. Ensures adherence to the mission and goals of the chapter.
6. Ensures adherence to chapter deadlines.
7. As a chapter officer, acts as a signatory on the chapter checking account.
8. Ensures the Statement of Corporation is updated annually with the California Secretary of State.
9. Keeps accurate Minutes of all attended board meetings and other attended association meetings, recording all action items and a brief summary of what is done, not what is said.

10. Maintains an accurate membership list or ensures that such occurs.
11. Maintains an accurate and updated Board Roster and ensures a copy is forwarded to state CAMFT.
12. Works in close harmony with the President.
13. Prepares the agenda for meetings in consultation with the President.
14. Keeps the records of the association, including committee reports or ensures that such occurs.
15. Takes to each meeting: The “working Minute Book”, agenda, records, ballots, Board Manual which includes ByLaws, Policies and Procedures, a list of members, a list of committees and members, and any supplies that may be needed or ensures that such occurs.
16. Calls the meeting to order if the President and the President-Elect are absent, and presides until a temporary chair is elected.
17. Sends the President a copy of the Minutes as soon as possible after each meeting and within 2 weeks at the latest.
18. Makes Minutes available for examination by the members upon request.
19. Forwards to Webmaster a copy of the Minutes after they are approved and accepted by the Board of Directors.
20. Notifies officers, committee chair and members, and delegates of their election or appointment.
21. Transfers all material pertaining to the office to the newly-elected Secretary and educates the newly-elected Secretary as to the responsibilities of the position.
22. Supplies state CAMFT with the names, addresses and phone numbers of the Chapter’s Officers, Directors and committee chairs and updates state CAMFT with changes or ensures that such occurs.
23. Provides state CAMFT with information to be published about the Chapter in *The Therapist*. The information is to be updated by the Secretary as the information changes or ensures that such occurs.

Deadline specific issues:

1. Updates the Statement of Officers with the California Secretary of State annually.
2. Adheres to specific deadlines as outlined in P&P 104--Meeting Minutes.

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