

Affiliate Secretary

Purpose of position: Maintains records (including but not limited to minutes, board policies, legal documents, and contracts), records minutes and initiates correspondence for the affiliate.

Length of service: Two (2) year term, re-elected in opposing year the treasurer is elected.

Expected time commitment: One (1) to two (2) hours per month on non-board meeting months and 3-4 hours during months with board meetings.

Position reports to: Affiliate president

Ideal candidate for this position:

- Objective - listens well and accurately to record transactions at Board meetings.
- Detail-oriented to assure records are kept and filed accurately.
- Willing to devote the necessary time to fulfill responsibilities and to respond in a timely manner to leadership requests.

Requirements:

- Understands the governing policies and is well acquainted with the bylaws.
- Knowledge of basics of *Roberts Rules of Order* to facilitate effective Board meetings.

Responsibilities:

- Facilitates the taking of board meetings minutes, review, approval and distribution of minutes
- Record transactions of all meetings of the directors and maintains separate books of all such meetings in the form and manner required by law.
- May sign in the name, and on behalf of the affiliate, any contracts or agreements authorized by the Board of Directors (BOD).
- Assures the maintenance of non-financial records necessary to comply with applicable laws and policies.
- Serves as a member of the Executive Committee of the Board.
- Performs other duties as designated by the Executive Committee.
- Serve as the Board liaison for the Membership Committee. Ensure committee is meeting its objectives.
- Prepare and update future secretary's files for end of term of office. Provide files and orient next secretary as to duties of the office.

Reporting duties: Submits previous board meetings draft minutes for board approval within 1-2 months

Travel Requirements: Attendance at all in-person Board of Directors Meetings

Resources: Affiliate Resource page (www.eatright.org/affiliate-resources) including "Committee Management Toolkit"

Benefit for volunteering in this position:

- Learn nonprofit policy and policy implementation
- Influence affiliate strategic direction and fiscal policies

What affiliate secretary's place in their resumes:

- Maintained # records for # member affiliate.
- Served on the [affiliate name] Executive Committee.
- Helped to implement # strategic decisions for # member affiliate.

Leadership Advancement: Most secretaries, if looking to become further involved, advance to a district president or affiliate treasurer position.

Affiliates should customize details according to their expectations for the leader.

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