



Job Description:
Secretary

Chapter Bylaws - 6 Officers and Directors

Plays a critical role in communicating and ensuring proper management and use of important organization records. Is the conduit for communication between the board, management, and members, by giving proper notice of any meetings and timely distribution of materials such as agendas and meeting minutes. Tracks important filing deadlines, and files Chapter forms with the Secretary of State, the state tax agency, and the IRS.

Duties of Secretary

Leadership (5 hours per year)

- Ensure Board follows Chapter administration procedures pursuant to the Chapter By-Laws, Chapter Guidelines, IIBA Global policies, and best practices.
- Actively participate in chapter strategy discussions and vote on all Board decisions
- Ensure meetings follow standard rules of order

Board Meetings (8 hours per month for activities below)

- Attend monthly Board meetings including off-sites, annual General Meeting, and the budget planning meeting
- Maintain the Chapter Board meeting schedule and notify Board members of meetings
- Solicit agenda items in advance and distribute meeting agenda
- Review and approve the meeting minutes; associated documentation; Document, publish, and distribute Board meeting minutes, attendance, action items, decisions
- Coordinate board meeting logistics; schedule a meeting room and online web meeting
- Facilitate the board meeting in the absence of the President

Chapter Meetings (1 hour per month)

- Provide assistance in setting up for chapter meetings

Chapter Web Resources (3 hours per month)

- Manage the OneDrive—archiving documents every year
- Ensure the chapter meetings are posted on the chapter website

- Maintain the Chapter calendar
- Create calendar events for membership facing dates for the website
- Post News items as appropriate to website

Maintain Chapter Records – (4 Hours per month)

- Attend IIBA West Coast monthly web meeting and other relevant IIBA meetings (optional)
- Submit Chapter records to International (except Financial reports)
- Maintain all Chapter records in Chapter storage site
- Revise organization and files; maintain folder of processes
- Sign official documents of the organization as required
- Ensure that the OneDrive, GoToMeeting subscriptions are renewed each year

Communications – Other (3 hours per month)

- Monitor the Secretary and Info email boxes; reply to emails within 48 hours
- Maintain physical mailbox key and retrieve mail as necessary

Transitions – Other (10 hours, one time)

- Create and update transition document(s) for next person assuming role
- Train the next Secretary in processes and procedures

Annual hours: 243 (*approx. 20 per month*)

Out of that 228 are from monthly activities—15 are one-time activities