

SECTION: Executive Members

ORIGINATED: August 2019

SUBJECT: Job-Description, Secretary

REVISION:

POSITION:

Secretary

DESCRIPTION:

The Secretary ensures the accurate recording and distribution of minutes from the IPAC-SWO Executive and Chapter Meetings. The Secretary is a member of the Executive.

TERM:

Two (2) years

RESPONSIBILITIES:

1. Fulfills the IPAC-SWO Chapter Terms of Reference (TOR).
2. Maintains an email distribution list of current chapter members.
3. Monitors the IPAC-SWO Gmail account twice weekly. Maintains organization of emails received and respond to emails and/or notify the appropriate Executive member to respond, as needed.
4. Prepares correspondence as directed by the President.
5. Drafts, finalizes and distributes Chapter Meeting and Educational Session agendas, in collaboration with the Education Committee and Chapter President. See "Chapter Meeting Agendas Policy".
6. Records minutes of the Executive Committee Meetings and Chapter Meetings.
7. Distributes meeting minutes to the Executive or membership as appropriate, via email and ensures a copy of the minutes (and supporting documents) have been provided to the chapter webmaster to be uploaded and maintained on the Chapter website.
8. Maintains an IPAC-SWO-issued flash drive containing records pertaining to the position, including minutes.
9. Ensures that the flash drive containing all records are passed on to the newly elected Secretary.
10. Orients the in-coming Secretary to ensure a seamless transition.