Secretary

2 Year Position

**Position Overview**  
This is an Officer position that is responsible to record the meeting minutes at both the monthly Chapter meetings and all Board meetings.  
  
**Essential Job Functions**

* Record minutes for all monthly Chapter meetings and post to website for all members to view
* Record minutes for all monthly Officer board meetings (confirm if this needs to be posted to the website)
* Run monthly Chapter meetings if the President and Vice President are unavailable
* Ensure Membership officer is keeping a copy of the completed member sign in sheet for each meeting
* Assist with securing monthly meeting speakers, topics and locations
* Post final attendance list from each Chapter meeting to the website for archiving
* Chapter Monthly Meeting Job Functions
* Take notes
* Prepare and distribute certificates at each meeting
* Bring copies of prior meeting minutes for all attendees to be approved at next monthly meeting

**Requirements**

* Attend monthly chapter meetings
* Attend scheduled board meetings
* Be a member of the local chapter in good standing
* Be a member of the National APA in good standing

**Other Skills/Abilities**

* FPC or CPP preferred
* Must be proficient in Word and Excel

**Time Commitment**

* 1 hour a month not including meetings
* Monthly Chapter meeting
* Monthly Officer meeting

NOTE: This job description is not intended to be all-inclusive. Officer may perform other related duties to meet the ongoing needs of the organization.