



## **JOB DESCRIPTION FOR THE CHAPTER SECRETARY**

**The secretary is the official keeper of the chapter records and is responsible for updating that record during his or her term of office and passing that record, in good order, to the incoming chapter secretary.**

This position could be called "information central." The most crucial responsibility is taking accurate minutes from all chapter board and membership meetings and distributing them in a timely fashion.

- These minutes create the historical record of the chapter's activities. Without accurate documentation, all the work done in meetings could be lost with the passage of time.
- These minutes are a vital link to members who were not present at the meeting as well as a key link to the AMTA office.
- Most important, these minutes are the foundation for any measurements of chapter progress. Only by going back to review actions taken and completed, can the chapter truly document its achievements over time.

As the primary information manager for the chapter, the secretary maintains accurate contact information and mailing lists and informs the national office of all changes. And the secretary should always be on the lookout for better ways to manage the chapter's data.

- Is the current format for taking minutes the most efficient for documentation?
- Do chapter officers receive minutes in a timely fashion after a meeting?
- Are two or more hard copies of minutes kept in a safe location?
- If stored electronically, are back-up disks maintained and checked?

By keeping accurate records of the chapter's activities, the secretary creates an historical record that will give future members a sense of pride in the past accomplishments of the chapter and a resource for guidance when faced with recurring challenges. The chapter secretary is responsible for providing the following information to the chapter relation's administrator at the national office:

1. List of current officers at the start of each fiscal year,
2. Updates and changes to this list as they occur,
3. Minutes of chapter board and membership meetings after they are approved,
4. Each issue of the chapter newsletter as it is published,
5. Copies of all other relevant documents as they are generated by the chapter.

### **ELIGIBILITY**

As outlined in national bylaws, candidates must be professional member in good standing and sign the Chapter Volunteer Code of Conduct.

Candidates must meet any and all requirements outlined in the chapter standing rules.

Candidate must have attended 4 meetings and one educational event over the period of 2 consecutive years.

Candidates must be willing to get involved.

The Individual must have a strong working skill with the computer for email.

### **TERM OF OFFICE**

As outlined in the national bylaws, the secretary will be elected every odd numbered year for a term of two years or until a successor is elected.

If the secretary-treasurer is combined, the election will be held every odd numbered year for a term of two years or until a successor is elected.

### **VACANCY & SUCCESSION**

This office shall be filled by chapter board election until the next regularly scheduled election.

As outlined in National Policy, Bylaws and Chapter Standing Rules.

- (A) A vacancy in the office of president shall be filled by the next general officer in succession: 1st vice president, 2nd vice president, 3rd vice president, secretary, treasurer.
- (B) An officer may decline upward succession in order to continue in his or her current office. In that instance the vacancy may be filled by a chapter board election until the next regularly scheduled election.
- (C) The vacancy may remain vacant or may be temporarily filled by a majority vote of the chapter board at any regular or special meeting or by mail ballot.

In the event of a mail ballot to fill a vacancy, the acting chapter president shall nominate one or more candidates for election and shall solicit additional nominations from the members of the chapter board.

### **REMOVAL FROM OFFICE**

As outlined in national bylaws, the secretary shall automatically be disqualified to serve if:

A volunteer may be removed for failure to:

1. Fulfill her/his duties and responsibilities (dereliction of duties).
2. Abide by the AMTA Articles of Incorporation, Bylaws, Policy, Code of Conduct, Rules of Engagement, and position Job Description including preamble. The individual holding the office also holds an office, directorship or chairship concurrently in another massage organization where there may be a conflict of interest with AMTA.
3. Keep AMTA membership dues and chapter fees current.

### **AUTHORITY**

The authority of the secretary is conferred by the chapter membership through election and as specified in the National Bylaws.

### **ACCOUNTABILITY**

The secretary is accountable to the membership by virtue of election and to the chapter board and the membership through reporting activities.

### **TIME COMMITMENT**

The time commitment is estimated at three (3) hours per week. Maybe more when and if the meetings are frequent.

### **RELATIONSHIPS**

Primary working relationships will be with the chapter board, chapter members and the chapter relation's staff at the national office.

### **IMPORTANT**

Respect the time of the scheduled meetings. Be early not on time. Your time is important, my time is important and the board time is important. We schedule are meetings a year in advance and the meeting start and end times are usually made then. When you are scheduled for an AMTA function respect the AMTA time. There is NO reason you can not make a scheduled meeting on time. There are only excuses and they don't respect everyone else's' time. In order to move the board business alone in a reasonable pace we all need to be prepared and ready to get involved in active discussion about the topic on the agenda. Socialize and tell stories after the meeting or on meeting breaks, not during the meeting. It can prolong the meeting and side discussions are not helpful for anyone, during a meeting.

### **RESPONSIBILITIES FOR THE SECRETARY**

1. Serve as a member of the Chapter Board.
2. Act in the place of the Chapter President in the absence or incapacity of the Chapter President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President and 3<sup>rd</sup> Vice President.
3. Distribute announcements of Chapter Board meetings and Chapter membership meetings in accordance with National AMTA Bylaws or Chapter Standing Rules (if applicable).
4. Attend Chapter Board and Chapter membership meetings and ensure that attendance of the Board members, votes and the proceedings of the meetings are recorded and maintained in the permanent records of the Chapter.
5. Attend meetings and when not able to attend get someone from the Board to replace you for that meeting.

6. Be at all the meetings you will know the schedule a year or more ahead of time.
7. Be early for meeting and plan to stay later than the times given, so board business can be finished.
8. Be active in the discussions on the board agenda.
9. At the meetings make sure minutes of past meeting are read and approved by the membership.
10. Take minutes of present meeting. Make sure the tape recorder is on, batteries are good and the tapes are in order.
11. Write any points of information to remember, this will help with recall of tapes.
12. Conduct roll call of Board members at Chapter Board meetings and membership at Chapter membership meetings for official records and to establish the presence of a quorum.
13. Record proceedings of Chapter Board meetings and Chapter meetings.
14. Keep a file of membership attendance at meetings. Collect from the membership chair the list of all members attending the meet and collect a list from the Educational chair of all members attending the educational event. List should have member's full name, member id, member's signature and date.
15. E-mail copy of minutes to Newsletter editor for next issue. Watch deadline dates of Newsletter to get the minutes in on time.
16. Distribute minutes of Chapter Board meetings to Board members and Chapter meetings to the Chapter membership as soon as possible following the meeting but no later than three weeks following the meeting unless otherwise stipulated in Chapter Standing Rules (if applicable) or Chapter policy.
17. Get and keep copy of agenda for the minutes.
18. Give minutes of meetings to Board members as soon as finished, make sure it is before next meeting. (National would like them done in 15 days)
19. Maintain the official, permanent record of Chapter Board and Chapter membership proceedings.
20. Accept responsibilities delegated by the Chapter President.
21. Forward to the Chapter Relations Administrator, on a timely basis, a list of Names and Positions of Chapter Officers at the start of each fiscal year but no later than August 1<sup>st</sup>. updates must be received by the Chapter Relations Administrator within 15 days of any change in the Chapter roster.
22. Report what is said not what you know. Corrections will be made after the reading of minutes. Try to get full names of people for minutes. Get location and dates as well.
23. When minutes have been approved Email/ mail minutes to National.
24. Be able to answer questions from membership and if you cannot or are not sure refer to someone on the Board who will know and get back to membership with correct information.
25. Know or carry contacts of all Board and Committee Chairs, Name and Numbers.
26. After Elections E-mail National with the results of the entire Board and Committee Chairs, and Delegates.
27. In cooperation with the Chapter President and the Chapter Treasurer:
  - Conduct the regular day-to-day business affairs of the Chapter,
  - Have signature registered with the bank servicing the Chapters and with any other financial institutions serving as depository of funds.
28. Keep files organized.
29. Know dates and times of meetings. Be able to refer to what was said at past meetings.
30. If there are any changes in Board, Committee, and Delegate positions update National.
31. E-mail National with the Calendar for the upcoming years events/meetings. Give them Date, Location, Presenter, Time. As much as the Board has approved to do, you inform National, and inform National of changes to that information.
32. Identify, cultivate and recruit future Chapter leaders.
33. Make recommendations to the President for committee appointments.
34. Direct and refer members to appropriate volunteer and staff contacts as needed.
35. Be available to receive direct feedback from members for input to the Chapter Board and to communicate, in an informed manner, information regarding actions of the Chapter Board.
36. Serve as \_\_\_\_\_ Chair (selected by the President for your Chapter's needs).
37. Ensure Chapter operations are consistent with the AMTA Strategic Plan.
38. Fulfill the fiduciary, due diligence and other responsibilities of Chapter Board members as described in the AMTA Bylaws.
39. Maintain orderly records, including the Chapter's permanent record, and an outline of the procedures required to fulfill the Chapter Secretary's responsibility and supply the incoming Secretary with those records to ensure a smooth transition.
40. Be very attentive when at meetings. Getting in side bar discussions will distract you from hearing important information and possible cause the meeting to prolong. If you need to stop ask for a break or

write it down for a later time to discuss it. You are the recorder for the membership and the Board so listening is important.

41. Look up the National Websites Job Description- [www. amtamassage.org](http://www.amtamassage.org)
42. Have fun!!
43. Don't be afraid to ask for Help or information on anything you may not be sure about.
44. Keep receipts related to Secretary's position- tapes, paper, and batteries. The Board will reimburse you with-in reason.
45. Have fun!!

#### **BENEFITS**

- All NJ Educational Events/ Meetings are Free with the exception of the Spring Retreat this is Half Price.
- National Convention- early registration, regular airfare, the hotel room and \$50.00 food expense a day are all paid by the chapter. You must hand in all receipts and reimbursement form within 90 days of event to get the money.
- All money spent for the chapter service will be reimbursed with receipt and reimbursement form within reason.
- Big expenses need board approval anything above \$200.