



AZ ASSE

Executive Board – Position Description

Secretary

- 1) Service.
 - a) Term is for one year, July 1 to June 30.
 - b) Multiple terms are allowed.
 - c) Chair may establish committee.
 - d) Position is elected as outlined in the AZ ASSE Bylaws.
- 2) Purpose.
 - a) Ensure chapter record-keeping complies with applicable retention requirements.
- 3) Goals.
 - a) Maintain and retain all chapter files, including minutes and correspondence, for at least two years.
 - b) Issue notices are distributed for all chapter Board meetings and functions (can be accomplished via e-mail, fax, telephone, newsletter, or other means).
 - c) Record and distribute minutes of all chapter meetings to chapter officers and ASSE HQ either electronically or by mail.
 - d) Assist President in completing the Chapter Operations, Strategic Planning & Annual Performance Reporting Tool.
 - e) Retain custody of the chapter charter, Affiliate Agreement, Incorporation papers and SOG 8.10 Maintenance of Chapter Charter.

- f) Assume Chapter Treasurer duties when necessary.
- g) Ensure orderly transition and transfer of records to succeeding Secretary.
- h) Track Board meeting attendance and provides data in the annual performance report.
- i) Track meeting attendance and provides data in the annual performance report.