

## **Position Title: Chapter Secretary**

### **Purpose**

The Chapter Secretary is the official keeper of the Chapter records and is responsible for maintaining and updating Chapter records during her/his term of office.

### **Eligibility**

In addition to being a Professional member in good standing and signing the Chapter Volunteer Code of Conduct, she/he must meet the following requirement:

- Completed one year of AMTA membership.

### **Authority**

The authority of the Chapter Secretary is conferred by the Chapter membership through election, as specified in the National AMTA Bylaws, Policy and Chapter Standing Rules (if existent).

### **Accountability**

The Chapter Secretary is accountable to the Membership by virtue of election and, to the Chapter Board, the Membership and the AMTA National Board through reporting activities. The Chapter Secretary agrees to uphold and abide by National AMTA Bylaws, Policy, Job Description, Chapter Volunteer Code of Conduct, and Chapter Standing Rules (if existent), and Financial Policies & Procedures.

### **Term of Office**

The Chapter Secretary shall be elected every odd year for a term of two (2) years or until a successor is elected.

### **Relationship**

The Chapter Secretary works most closely with Chapter Board members and appointees, Chapter staff or consultants, and National AMTA staff. The Chapter Secretary also communicates with Chapter members, other Chapter Secretaries, the Chapter Relations Committee, Chapter Relations Department, and/or other National volunteers, as appropriate.

### **Responsibilities**

1. Is a voting member of the Chapter Board of Directors and is familiar with Robert's Rules of Order.
2. Acts 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. Distributes announcements of Chapter Board meetings and Chapter membership meetings in accordance with National AMTA Bylaws, Policy and Chapter Standing Rules (if applicable).
4. Attends Chapter Board and membership meetings and ensures that attendance, votes and the proceedings of the meetings are recorded, maintained and retained according to the National and Chapter record retention guidelines.
5. Submits required reports to the National Office.
6. Distributes 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 the Chapter Standing Rules (if existent).

7. Accepts responsibilities for Chapter/Association assignments as delegated by the Chapter President.
8. Forwards Chapter rosters to the National Chapter Relations staff Administrator, in accordance with Policy. Updates must be received by the National Chapter Relations staff Administrator per Policy.
9. In cooperation with the Chapter President and the Chapter Treasurer conducts the regular day-to-day business affairs of the Chapter.
10. May temporarily assume the responsibilities of vacant volunteer positions while working with the President, the Chapter Relations Committee and staff to fill the vacancy.
11. Shall not be the Chair of more than two (2) committees, sub-committees, special committees or workgroups.
12. Identifies, cultivates and recruits future Chapter leaders.
13. Makes recommendations to the President for committee appointments.
14. Directs and refers members to appropriate volunteer and National AMTA staff contacts as needed.
15. Is available to receive direct feedback from members for input to the Chapter Board and to communicate to inquiring members, appropriate information regarding actions of the Chapter Board.
16. Fulfills the fiduciary, due diligence and other responsibilities of chapter board members as described in AMTA Bylaws, Policy, Chapter Volunteer Code of Conduct and Chapter Standing Rules (if existent).
17. Maintains orderly records of activities and timelines relevant to her/his position during the term and supplies the incoming Secretary with those records to ensure a smooth transition.

#### **Time Commitment**

The time commitment is approximately 2 – 4 hours per week, depending on Chapter activities.

#### **Vacancy and Succession**

A vacancy in the Chapter Secretary position will be filled according to AMTA Bylaws, Policy and Chapter Standing Rules (if existent).

#### **Removal from Office**

An officer may be removed from office for failure to:

1. Fulfill her/his duties and responsibilities (dereliction of duties).
2. Abide by the National AMTA Bylaws, Policy, Job Description, Chapter Volunteer Code of Conduct, Chapter Standing Rules, Financial Policies and Procedures.
3. Keep AMTA membership dues current.

Removal shall occur upon recommendation from a Chapter Board member with a two-thirds vote of the entire Chapter Board.

The Chapter Secretary, as a Chapter volunteer, is also subject to the Chapter Volunteer Conflict Resolution Process.