



**Board of Directors
Secretary Job Description**

Position:	Secretary	
Purpose:	Provide secretarial functions to the Board of Directors.	
Term of Service:	Two years (April 1 – March 31).	
Status:	Executive Board	
Oversight by:	President	
Board Responsibilities :	<p>Submit action items for Board discussion via e-mail to the President along with supporting materials, five (5) business days prior to each monthly Board meeting.</p> <p>Coordinate with the President the distribution of Board meeting minutes (10) days preceding each monthly Board meeting. Distribute Section Reports (2) days prior to each Board Meeting.</p> <p>Attend and participate in monthly Board meetings.</p> <p>Attend the annual Board Retreat.</p> <p>Reach out to new members to help integrate them into the Chapter.</p> <p>Must attend at least one Business Partner event annually or 50% of board allowance is forfeited.</p>	
Educational Allowance:	<p>Board members are encouraged to participate in ALA educational opportunities for their personal growth and the growth of the Chapter. To this end, this position is eligible for an educational allowance to be used during the Chapter's fiscal year. The amount will be set by the new Board at the beginning of the fiscal year.</p> <p>Allowance from one fiscal year may be held over and combined with the subsequent allowance for those individuals continuing to serve in a Board position.</p> <p>Board members who have successfully completed their board term and who are not returning for another board position may submit reimbursement requests for Annual Conference related expenses incurred within 60 days after the end of the Chapter's fiscal year.</p> <p>Allowances that are not used during the fiscal year, except as noted above, will be forfeited. Allowance to be used to attend local and/or international ALA educational conferences and seminars, and monthly Chapter meetings. May be applied toward registration fee, lodging, and/or travel expenses. May be used in conjunction with scholarship, if won, unless specifically not allowed under the rules of the scholarship.</p> <p>Reimbursement requests must be submitted to the Chapter Treasurer within sixty (60) days of the end of the Chapter's fiscal year.</p>	
Records Retention:	<u>Item</u> Board Meeting Minutes	<u>Retention Period</u> Forever

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	List of scholarships and winners/users and amount of scholarship	2 years
Duties:	Takes minutes at monthly Board meetings and submits summary to newsletter. Keeps permanent record of minutes for Chapter records. Sends Board Minutes and other relevant information, on a monthly basis, to Director of Communications for posting on Chapter Website. Submits summary of Board Minutes to Soundings newsletter. (Newsletter deadline is the first Thursday of March, May, July, September, November and January.) Submits summary of Board Minutes to appropriate people at ALA Headquarters and on the Region 5 Leadership Team.	