Position Description	1.07
Date of Enactment	2010
Date last reviewed	September 2019

SECRETARY

REPORTS TO President

POSITION SUMMARY

The Secretary keeps the official records of ANG, consisting of the actions from all meetings of the Board of Directors and ANG members, the Directory of all elected and appointed officials and correspondence.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Promote and support the ANG Bylaws, Policies and Procedures, and Position and Committee Descriptions
2. Attend all meetings of the Board of Directors of ANG
3. Prepare the following minutes:
    1. Board of Directors Meetings
    2. Meetings at Seminar, such as the Annual Membership, and Executive Council
    3. Other meetings as requested by the President
4. Maintain and protect the assets of ANG and its members.
5. Maintain ANG documents
    1. Maintain official current copies of Bylaws, Policies and Procedures, and Position and Committee Descriptions.
    2. Maintain electronic files and backup copies of all official materials.
    3. Distribute updated copies of Bylaws, Policies and Procedures, and Position and Committee Descriptions as directed in Policy 10.12.
    4. Update and distribute the ANG Directory as directed in Policy 10.10.
    5. Maintain and distribute ANG materials as directed in Policy 10.11.
    6. Maintain current electronic files. Update annual records at least once a year.
    7. Send appropriate nametag kits to new Board members, Area Representatives, and Nominating Committee members.
6. Provide contributions to *Needle Pointers*
    1. Prepare synopsis of Board Meeting Minutes and Annual Meeting for insertion in next issue.
    2. Submit changes for the "Volunteer Staff Page" for each issue.
7. Perform these Seminar tasks:
    1. Serve as Secretary for Exhibit Judges by recording and tallying scores.
    2. Record all winners and provide lists to judges, Vice President for Education, *Needle Pointers* editor, and website.
8. Prepare a report for the Board of Directors prior to each Board meeting.

OTHER DUTIES AND RESPONSIBILITIES

1. Maintain correspondence, when necessary, for historical files
2. Prepare general correspondence on behalf of the Board as directed by the President.
3. Financial
    1. Prepare and submit expense report to the President as necessary.
    2. Coordinate and prepare annual budgetary recommendations for areas of responsibility and assigned committees and appointees.
    3. Review periodic financial reports.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

1. Professional or volunteer experience in administration and supervision.
2. Willingness to accept changes to improve the organization for the future.
3. Experience in fiduciary responsibilities relating to protecting the assets of the members.
4. Business experience
    1. Able to read a financial statement
    2. Able to read and understand a contract
    3. Able to write/modify a contract
    4. Preparation of Budget/Monitor performance actual vs. budgeted amounts
    5. Knowledge of Expense Reporting
5. Proficiency in the use of a computer: email, word processing, and spreadsheet. Internet access is required.
6. Organizational, interpersonal and time management skills.
7. Effective written and oral communication skills.
8. Willingness to review email on a daily basis.
9. Prior attendance at ANG Seminars.

GENERAL

1. May not take classes at ANG Seminars.
2. This position description may be changed by the Board of Directors.
3. Time Commitment: 20-25 hours average per week.