Secretary

Position Description
The primary function of this position is to record minutes at chapter and board meetings and maintain a permanent file of all reports.

Responsibilities for Chapter Secretary:

- Keep notes at all board meetings and compile minutes in finished form as close to the meeting as possible. Fax or email a copy to the President for review and approval. Distribute the minutes to all board members. Have enough copies of minutes at each meeting for handouts.

- Keep an up-to-date notebook of chapter reports, i.e., minutes, treasurer's reports, membership reports, printed communications, etc.

- Have custody of the chapter charter, bylaws and other legal documents. Update and maintain these documents whenever deemed necessary by the board. Distribute revised bylaws to all chapter members and to National NAMA.

- Tally votes from all chapter elections.

- Send a copy of chapter board minutes to the NAMA office for your permanent chapter file. Also, if your chapter revises its bylaws, send a copy for the permanent file.

- Organize a “check-in” area at all chapter events, (i.e., meetings, seminars, outings, etc.), and record all attendees. Make badges for attendees. If your chapter has a visitor or a guest who is not a NAMA member, get their name, address, etc., and relay this information to the membership chair so a prospect packet can be mailed. This name should also be added to your prospect list and sent to the national office for their prospect list.

- Notify the NAMA office of any officer changes throughout the year and after elections. Also, notify the NAMA office if there are changes to an officer’s location, job, etc.