**INAFSM Board of Directors Job Description**

**SECRETARY**

**Duties as Stated in By-Laws:** “The Secretary shall keep or cause to be kept a record of minutes of all meeting and actions of directors and meeting of the corporation. The minutes of each meeting shall state the time and place that it was held and such other information as shall be necessary to determine the actions taken and whether the meeting was held in accordance with the law and these By-Laws. The secretary shall have such other powers and perform such other duties as prescribed by the Board and listed in the Secretary’s job description.”

**Responsibilities:**

* Attend all board meetings.
* Serve on the executive committee.
* Maintain knowledge of the organization and personal commitment to its goals and objectives.
* Ensure the safety and accuracy of all board records.
* Regularly updates on-going Board decisions log, and forwards to the Administrator to place on the INAFSM web page under Board resources.
* Assume responsibilities of the chair in the absence of the board chair, chair-elect, and vice chair.
* Provides notice of meetings of the board and/or of a committee when such notice is required if the Administrator is unable.
* Carry out special assignments as requested by the board chair.
* Prepares and submits written meeting minutes for all in-person meetings, virtual meetings and e-mail electronic voting for specific Board actions to the Board members prior to each Board meeting.
* Participate as a vital part of the board leadership.
* Keeps job description and all Secretary position documents up to date