

## Section 6. The Secretary

### *General Responsibilities:*

He or she shall:

- ◆ Keep minutes of NDAPA meetings.
- ◆ Submit a written report two weeks prior to each Board of Directors meeting.
- ◆ Responsible for all NDAPA communications.
- ◆ Notify all NDAPA Board members of all meetings.
- ◆ Assist the Vice President and Election Committee Chair with elections.
- ◆ Mail each board member a copy of the minutes from each previous meeting within two weeks of each Board of Directors meeting.
- ◆ Attest the signature of the officers of the Academy.

### *Committee Responsibilities:*

He or she shall:

- ◆ Serve as the Board of Director advisor to assigned committees.
- ◆ Mentor potential/student leaders.

### *Attendance Responsibilities:*

He or she shall:

- ◆ Attend each board of Directors meeting.
- ◆ Attend Leadership Retreat/Strategic Planning session.

### *Abstract:*

*The main responsibility of the Secretary is to make sure all organizational records are accurately kept and regularly maintained. Superb record keeping, an eye for detailed information, and organizational skills are necessary traits for the holder of this office. He or she may have other additional duties as assigned by the President and/or Board of Directors. The Secretary should also prepare a final report of the year's activities of the office, which includes recommendations for the following year.*

*This position will require approximately 2-5 hours a month. Skills/experience needed to successfully serve in this position include the following:*

- ◆ *Prior Board of Directors or committee chair experience (recommended)*
- ◆ *Diplomacy*
- ◆ *Timeliness in completing projects*

- ◆ *Minute-taking Skills*
- ◆ *Communication Skills*
- ◆ *Administrative Skills*

*Bonus Skills/Experience*

- ◆ *Knowledgeable and comfortable with computers (word processing)*