



VOLUNTEER POSITION DESCRIPTION

Position Title:	Secretary	Travel Required:	Minimal
Position term:	2 years	Reports to:	President
Anticipated hours/month:	4-5	Required meetings attended per year:	11-12

Position Description

OBJECTIVE OF POSITION

Record an official record of actions and decisions taken in Executive Committee meetings.

ROLES AND RESPONSIBILITIES

- Take minutes at monthly Executive Committee meetings
 - Typically held in Twin Cities Metro Area on the 1st Thursday of the month, 8am-11am
- Digitally distribute minutes within 10 days of meeting to Executive Committee
- Participate as active, decision-making Board Member
- Oversee Publicity Committee, which includes the Publications and Awards subcommittees, as well as other committees as assigned
 - Give regular updates to Executive Committee on activities of committees being overseen.

ADDITIONAL NOTES

- Template and training for taking meeting minutes will be provided
- Position is listed as interim until is voted on by membership. An elected officer is expected to take office January 1, 2019
- All Chairpersons and Executive Committee members are allowed to attend one MSA event per year free of charge.