



Secretary Job Description

The Secretary is a member of the Executive Committee and is responsible to the President of the chapter. Traditionally, the Secretary corresponds with members and others, prepares Board minutes, and works with the Executive Director to maintain Chapter historical records and keep current with AMA Chicago activities.

Specific Responsibilities

- Serve as a member of the Executive Committee
- Is part of the Nominating Committee, when needed
- Conduct election procedures including balloting and submit election ballot and results to AMA
- Update Job Descriptions for all Board roles as needed
- Make sure that website pages on current Board members and Board recruiting are up to date
- Help prepare Chapter Excellence Awards (CEA) entry

Top Three Requirements for the Secretary:

- Excellent written communication skills
- High-level organizational skills
- Experience as a volunteer of the chapter

Time Commitment

- Time commitment: 4 hours per week
- Attend monthly board meetings
- Attend monthly Executive Committee meetings