



## MOAA Ark-La-Tex Chapter Board Position Description

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**Title:** Secretary

**Importance of Position:** Proper administration of Chapter reports, records, minutes, etc., is of vital interest to the Chapter.

### **General Expectations:**

- Current member of MOAA and Ark-La-Tex Chapter.
- Knowledge of MOAA and Chapter by-laws.
- Computer access and reasonably computer literate.
- Attend 85%-100% of Board meetings.
- Prepare and submit budget input as needed.

### **Position Qualifications:**

- Have served at least one term as a Board Member.
- Writing and editing capabilities.
- Record keeping abilities.

**Responsible to:** Chapter President

### **Major Responsibilities:**

- Attend, record and distribute minutes to all Board Members.
- Provide copy of minutes and all Chapter correspondence to Chapter Historian.
- Send copy of Board Minutes after each meeting to POB.
- Maintain Chapter records.
- Perform assignments as directed by Chapter President.

### **Training/Preparation:**

- Check with former Secretary for information and guidance.
- Become thoroughly familiar with Chapter by-laws

**Average Time Commitment:** Four to eight hours per month.

**Length of Commitment:** As specified in the Chapter By-Laws.

**Measures of Success:**

- Minutes are prepared and distributed in a timely manner.
- Records are maintained.
- Reports, etc. filed on time.

**Prepared by:** Tony Wolf

**Date Prepared:** 15 February 2011

**Date Revised:**