**BOARD OF DIRECTORS JOB DESCRIPTIONS: Elected Positions**

**SECRETARY**

***OVERVIEW***

The Secretary is an elected position and serves as a voting member on the Board of Directors. The Secretary is responsible for recording and filing of minutes of Board Meetings. The secretary also maintains the membership list of VAND members through the DMIS database.

**Responsible to:** VAND membership and VAND Board of Directors

**Term of Office:** Two-year elected position

**Voting Member Status:** Voting Member of the VAND Executive Committee and the BOD

**Responsibilities:**

1. Member of the Communications Committee (See Committee Chart for members).
2. Once receive VAND Election results by Nominating Committee, approve teller’s tally of the membership vote.
3. If paper ballots are needed for election, email mailing labels for current VAND members as requested by the Nominating Committee Chair not less than (45) days prior to the closing of the polls.
4. Utilize ACADEMY’s Data Management Information System (DMIS) to access the membership roster and membership directory.
5. Attend all board meetings and record all meeting minutes. Type and send draft meeting minutes to President within 2 weeks of meeting date.
	* When President has approved the minutes, President or Secretary to coordinate with Website Administrator to post them to the member website. Keep one copy for the Secretary’s file.
	* The President will distribute the minutes to the Board of Directors, or direct the Secretary to do so, prior to the next Board of Directors meeting.
6. Assist President in locating a meeting room for Board meetings.
7. Assist Treasurer with tracking Annual Meeting registrations as needed.
8. Maintain Board of Director and appointed positions directory current and distribute at first meeting of new term.
9. Maintain a comprehensive list of members of all committees and task forces.
10. Disseminate, gather and maintain Conflict of Interest Disclosure Forms for all VAND Board of Directors, committee/task-force members, and volunteers.
11. Provide contact information to President for BOD directory, including personal email to enable forwarding of eatrightvt.org address (Secretary@eatrightvt.org).

**Committee Memberships:** Communications Committee and the Membership Committee (see Committee Chart for members and chairs).

**Time Commitment:** The Secretary is expected to commit, on average, 2-3 hours after each Board Meeting and an additional one hour a month on other job responsibilities.

**Qualifications:**

* Active or Retired Member of VAND and Academy and a commitment to the organization with a willingness to devote the necessary time and effort.