



## **APIC-GREATER ATLANTA**

### **Secretary:**

**The secretary is elected for a two-year term in odd-numbered years.**

The secretary:

- a. Oversees the maintenance of board records and ensures their accuracy and safety.
- b. Reviews minutes of board meetings and the annual business meeting prior to circulation.
- c. Ensures notice of board meetings when such notice is required.
- d. Serves as a member of the executive committee.
- e. Serves as an advisor to committees as assigned.

### **QUALIFICATIONS/COMMITMENTS:**

- a. Attend board and executive committee meetings, conference calls and the annual Business meeting.
- b. Average time commitment is concentrated primarily around board meetings and immediately thereafter to review minutes.
- c. Requires attention to detail and good follow-through skills.
- d. Ability to critically review policies, procedures and bylaws.
- e. Ability to facilitate the policy review process.

### **TIME COMMITMENT**

The secretary typically spends several hours a month fulfilling the duties of the office.