

## Position Description

Position Title: <b>Secretary</b>	Term: <b>2 years</b>
Department: <b>Executive Board</b>	Appointed By: <b>Member Election</b>

### Position Overview

The Secretary is a member of the Executive Board. The primary focus of this position is to ensure that accurate and necessary documentation exists to meet legal requirements and to enable authorized persons to determine when, how and by whom the Board and Chapter business was conducted. Duties include, but are not limited to documenting, disseminating and maintaining Board meeting minutes, calendars and non-financial chapter records.

The Secretary is responsible to ensure the proper maintenance of and access to PMI Atlanta Chapter records, including the Policies Manual, Rules of the Board, Elections Process and Guidelines and the Chapter Operations Manual.

### Essential Functions

- Prepare and maintain chapter Board meeting minutes
  - Ensure non-financial chapter records are up to date and accessible
  - Develop, communicate and monitor document control procedures
  - Establish and monitor document retention rules and guidelines
  - Prepare an annual plan for updating key Chapter manuals
  - Provide directions and guidance to chapter officers and staff regarding document processes and procedures
  - Review status, deliverables and performance with chapter officers
  - Provide records information for an annual report of the chapter's performance
  - Participate in regular meetings with the Chapter Board
- **Required Skills/Abilities**
  - Strong Document and Records Management skills
  - Strong organizational skills
  - Strong communications and public speaking skills
  - Strong leadership skills
  - Conflict resolution skills

### Outcomes and Deliverables:

#	Description	Frequency
1	<u>Board and Meeting Minutes</u>	Per meeting schedule
2	<u>Contribution to strategic plan</u>	As necessary
3	<u>Attend PMI Leadership meetings</u>	Annual
4	<u>Attend Chapter meetings</u>	Monthly
5	<u>Present Officer Manual to new officers</u>	Annual and as necessary
6	<u>Update policies</u>	As necessary
7	<u>Update Chapter Operating Manual</u>	As necessary