

JOB DESCRIPTION – HAAQG BOARD CHAIRS

Title: Secretary

Duration of Job: One Fiscal Year (June to May)

Average Number of Hours Per Month: 10-12

Updated: May 31, 2015

Description of Committee Function – please be specific:

- Attend and keep minutes for all Executive Board, Board of Directors, and General meetings. Include the names of attendees at Executive Board and Board of Directors meetings.
- Type up minutes formally ASAP after all meetings.
- Email the Executive Board minutes to the Executive Board.
- Email the Board of Directors minutes to the Board of Directors after a review from the Executive Board.
- At Board of Directors' meetings, the minutes from the previous meeting will be accepted. Have a few copies of minutes with you in case someone did not read them in advance of the meeting.
- Keep current year and past years' minutes* available for reference to questions about procedures and motions.
- Arranges a backup to perform duties if not able to perform duties.

Optional Duties:

- Offer to type revisions to By-Laws and Guidelines as soon as approved.

* As of June, 2015, the minutes from 1983 through 2013 will be placed in the HAAQG storage unit.