



Secretary

The **Secretary**, in coordination with the President, leads the chapter's succession planning process. Traditionally, the Secretary corresponds with members and others, prepares Board minutes, maintains Chapter historical records and keeps current with the AMA activities, but at the Chicago chapter these functions are handled by the Executive Director.

Specific Responsibilities:

- Serve as a member of the Executive Committee
- Chair the Nominating Committee, when needed
- Conduct election procedures including balloting and submit election ballot and results to AMA
- Update Job Descriptions for all Board roles as needed
- Prepare a roster of all Officers, committee chairs and committee members.
- Make sure that website pages on current Board members and Board recruiting are up to date
- Help prepare Chapter Excellence Awards (CEA) entry

Top Three Requirements for the Secretary:

- Excellent written communication skills
- High-level organizational skills
- 3-5 years of employee recruiting or talent search experience

Time Commitment:

- 4 hours per week
- Attend monthly board meetings