



DNA SECRETARY

[Two-year term]

SUMMARY: Ensures that records of all Membership Meetings, Board of Directors and Executive Committee meetings as well as bylaw revisions are maintained. Prepares and maintains the written policies of the Board of Directors.

SPECIFIC RESPONSIBILITIES

The following responsibilities are in addition to those of a Board member.

1. Serves as a member of the Board of Directors and the Executive Committee.
2. Ascertains that accurate records are maintained for all meetings of the Board of Directors, General Membership and Executive Committee and attest minutes. May edit motions for the sake of clarity, advising Board members of the changes.
3. Prepares and maintains the written policies of the Board of Directors.
4. Ensures copies of the minutes of each meeting are provided to the Board of Directors.
5. Signs bank resolutions, minutes, Board operating policies and other documentation as required.
6. Attends the General Membership Meetings and special meetings as directed by the President.
7. Evaluates position at completion of term.

TERM OF OFFICE

Elected by the members for a two-year term as Secretary. No officer may serve more than a total of six consecutive years; an interval of two years must elapse before the individual is eligible to be nominated again for an office.

QUALIFICATIONS

Must be a Full Member of DNA and may not concurrently serve as an officer or director of another organization if such participation might result in a conflict of interest with DNA. Must have basic knowledge of parliamentary procedures and have familiarity with the DNA Bylaws and other rules of the organization.

TIME COMMITMENT

The following is an estimate of time spent in fulfilling the duties of this office:

1. Attends DNA Membership Meetings at the Fall and Spring Conferences.
2. Attends DNA Board Meetings as called by President with a minimum of four meetings a year.
3. Attends Executive Committee Meetings as needed.