



Job Description: Secretary

Committee: Executive Board

Team Chair: No

Report to: President

Voting Status: Voting

Elected Position: Elected

Term of Position: Two years

Effective Date: June 1st

Responsible for Budget: Secretary

Expenditure Approval Needed: Yes

Board Meeting Attendance: Mandatory

Objectives:

- Record and retain minutes/motions from all IAND Board and business meetings
- Assure quorum of voting members are present, or a proxy has been assigned, at IAND meetings for official voting process
- Maintains records, including but not limited to, minutes, board policies, legal documents, and contracts

Meetings

- Attend IAND Board Meetings and Annual Meeting.
- Participate actively at Board meetings.
- Submit agenda items to ED for meetings, as needed
- Take attendance at all IAND Board and Executive Board meetings
- Distribute name tents at each face to face meeting
- Collect name tents at meetings end
- Declare quorum at each meeting by counting voting members
- Make note of assigned proxy voters

Reports

- Provide a Secretary report at all Board Meetings
- Provide minutes from previous meeting for consent agenda
- Collect written reports from all board positions who wish to add information into the meeting minutes
- Other reports as required
- Prepare updated job description to incoming President at end of term

Budget

- Budget to Treasurer in April
- Prepare a budget for the position for the next year, in cooperation with the elected Secretary
- Adhere to budget and become familiar with budget process for the IAND

Newsletter

- Information to newsletter as required by office (see Newsletter Responsibility Guidelines in Leadership Book)

Travel Expectations

- IAND Annual Meeting
- IAND Board Meetings

Indiana Academy of Nutrition & Dietetics

Job Description: Secretary

Length of Term Responsibilities:

- Record and retain minutes at all IAND meetings.
- Submit minutes for consent agenda prior to meeting to Executive Director.
- Maintain and retain attendance for all Board Meetings as part of meeting minutes.
- Maintain updated name tents for display at each Board Meeting.

- Declare quorum at each IAND meeting
- Deliver a Secretary's Report at each IAND meeting
- Record motions, when made, in exact language for incorporation into meeting minutes
- Possess a working knowledge of IAND Bylaws, Standing Rules and Policy/Procedure Manual.
- Answer correspondences as in a timely manner, with copies of correspondence given to appropriate officers.
- Participate in Initiative Teams by performing duties as assigned by team leader and in the development of its program of work and accompanying budget
- Track and record all executive board and board motions and votes made via email or conference call between IAND board meetings to present to the full board for review and vote.
- Notify IAND members running for elected office of elections ballot results via email prior to Annual Meeting
- Provide Treasurer with properly prepared expense reports
- Respond to request from the Academy regarding position activities
- Review Job Description and submit suggested revisions to IAND President before April Board meeting
- Perform other duties as assigned by IAND president

Resources from the Academy:

Affiliate Resource page (www.eatright.org/affiliate-resources) including "Committee Management Toolkit"