

## **ABOS Secretary**

ABOS Secretary is elected for a one year term of office and is limited to three consecutive terms.

### Position Overview:

- Serves as a member of the ABOS Board of Directors.
- Attends monthly ABOS board meetings via conference call as scheduled by the president.
- Attends any Board meetings and membership meetings that may be held at the ABOS annual conference.
- Serves on both the Finance Committee and the Long Range Planning Committee.
- May be asked to serve on other standing or ad hoc committees.
- Receives complimentary registration to the annual ABOS conference plus a \$300.00 travel reimbursement (*subject to change*).

### Typical duties:

- Takes accurate minutes of all meetings and has them approved by the President and/or Vice-President/President Elect. The minutes shall include:
  - Date, time, location of meeting.
  - List of those present and absent.
  - List of items discussed with a summary of the discussion.
  - List of reports presented.
  - Motions presented and voting results.
- Signs a copy of the final approved minutes and emails a copy to the Board of Directors.
- Ensures this copy is made available to the ABOS general membership by sending a copy to the ABOS webmaster for posting on the ABOS webpage.
- Maintains the ABOS records as required by law. Records are stored and made available for ABOS Board Members electronically using a web-based word and data storage system such as Google Docs, Yahoo Groups, etc.
  - Approved minutes.
  - Motions voted upon with roll call tallies.
  - Legal letters.
  - Lists of current Board of Directors and Board Members.
  - ABOS Membership lists.
  - Current bylaws.
  - Founding documents.
  - Current budgets.
  - Financial reports.
  - Other official records.
- Responsible for general correspondence of the Board of Directors, such as cards or letters for retirement, congratulatory, condolences, etc.
- May be designated by the Board of Directors as one of the signing officers for certain documents. In this capacity, the Secretary may be authorized or required

to sign or countersign checks, correspondence, applications, reports, contracts or other documents on behalf of organization.

- Monitors the ABOS Secretary Gmail account.
- Other duties as assigned.
- Commits an average of 3 hours per week to ABOS business.

*Prepared by K Butzen 7/23/12  
Revised by M Buckner 9/18/12*