

**WASHINGTON STATE ACADEMY OF NUTRITION AND DIETETICS
EXECUTIVE BOARD JOB DESCRIPTION**

SECRETARY

Term: 2 years

Time Commitment: The position of the Secretary requires approximately 2 hours per month, depending on routine responsibilities, the strategic plan and the goals/objectives.

Qualifications

- ✓ Member of the Academy of Nutrition and Dietetics in the Active, Retired or Life classification, and resident of Washington State.
- ✓ Active in state and/or district dietetic association activities.
- ✓ Ability to record and present meeting minutes clearly and concisely.
- ✓ Available to serve in the office for two (2) consecutive years.

Roles

- Serves as a voting member of the BOD.

General Duties

- o Prepares, finalizes and electronically mails minutes of BOD meetings to the Executive Director and President, who then make appropriate corrections.
Submits annual budget requests to the Treasurer with final approval by the BOD for the Secretary's activities.
Reviews Washington State Academy Award Nominee applications and forwards to the Education and Award Chair as assigned.
- o Maintains current written policies and procedures concerning the functions of the position.

Note:

- Volunteers may not accept honorariums for work done as part of the Washington State Academy strategic plan and program of work.
- Volunteers are required to sign a conflict of interest statement at the beginning of each year.

NOTE: Board meetings are conducted monthly via conference call.

Specific Duties

- o Ensures that Secretary's files are maintained electronically by the Executive Director. These consist of:
 - a. The Washington State Academy bylaws and state rules.
 - b. Minutes of BOD meetings
 - c. Roster of BOD members
 - d. Treasurer's report
 - e. E-newsletter, e-updates
 - f. Convention programs
 - g. Special projects
- o Works with the Executive Director to assure that job description and policies and procedures are reviewed and revised yearly
- o Electronically mails a copy of the BOD minutes to the Executive Director as soon as possible after the meeting.
- o Performs other duties as directed or requested by the Academy or the BOD.

General Schedule

April-May

- Prepare and update Secretary's files for end of term of office. Provide files and orient incoming Secretary as to duties of the office.
- Attend the BOD meeting for orientation by the outgoing Secretary.
- Attend the Washington State Academy Annual Meeting.
- Assume office of Secretary (unofficially) after the Washington State Academy Annual Meeting.
- Record and electronically send board-meeting minutes to the Executive Director for first review, then to president.
- Record responses for correction or additions to be presented at the next BOD meeting.

June

- Officially assume office of Secretary.
- Attend BOD meeting.
- Record and electronically send minutes of BOD meeting.

July – May

- Attend BOD meeting.
- Record and electronically send minutes of BOD meeting.