

**WASHINGTON STATE ACADEMY OF NUTRITION AND DIETETICS  
EXECUTIVE BOARD POSITION 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 review and finalize.
- o Submits annual budget requests to the Treasurer with final approval by the BOD for the Secretary's activities.
- o 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 position 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.