

Role of the VATA Secretary

2-year position, 7-10 hour commitment per month

- Responsible for correspondence incoming and outgoing
- Collaborate on preparing the agenda for monthly board meetings
- Record/transcribe discussions during the monthly board meetings, then distribute
- Organize files and Google Drive as necessary
- Supervise social media and website updates

Formal Description (per ByLaws)

1. Be responsible for all official Chapter correspondence as directed or requested by the President. Assure that then President receives a copy of all official correspondence received and distributed.
2. Accurately record, transcribe and distribute to all Board Members, within 30 days, the minutes of all official meetings of the Board of the Chapter.
3. Must have writing, editing, and computer/technology experience.
4. Maintain an accurate, up-to-date file of officers and all official correspondence and minutes (working documents remain on the google drive and official chapter documents are managed on glasscubes)
5. Be familiar with the Chapter Bylaws and Robert's Rules of Order.
6. Secretary may also be also Chair of the Social Media Committee. Must have experience with social networking and understanding of website maintenance / updating (or would have enough technology experience to be trained in this task).
7. Responsible for website maintenance and updates which may include work to support the Treasurer in collection of funds for events via Pay Pal.