



■ FOR LEARNING ■ FOR LISTENING ■ FOR LIFE

BRD-06-02.08.07 Board and Board Members

Leadership Responsibilities Description: Secretary of the ACRP Board of Trustees

In addition to the expectations listed in the Leadership Responsibilities Description of an Individual Member of the Association Board of Trustees (ABoT), the Secretary shall be responsible for the recordation and keeping of the minutes of the meetings of the Board and the membership; ensure that all notices are duly given in accordance with the provisions of the ACRP Bylaws or as required by law; be the custodian of the corporate records, including but not limited to all correspondence of the Association; be the custodian of the seal of the Association and ensure that such seal is affixed to all documents, the execution of which on behalf of the Association under its seal is duly authorized in accordance with the provisions of the ACRP Bylaws; and in general perform all the duties incident to the office of Secretary and such other duties as from time to time may be assigned to him or her by the Chair of the Board. Specific duties of the Secretary of the Board include the following:

General Responsibilities

- The Secretary, as a non-voting member, may be a Trustee or an employee of the Association.
- Prepare, with the Board Chair, and distribute agendas, materials and minutes for all ABoT and Executive Committee meetings.
- Ensure all minutes of the Board and Executive Committee meetings are recorded according to Robert's Rules of Order and are maintained at ACRP's principal office.
- Serve as a member of the Executive Committee and Finance Committee.
- Perform any duties as assigned by the Board Chair.

Meetings

- Attend all Board, Executive Committee, and Finance Committee meetings.
- Provide a brief update at each board meeting of accomplishments related to his/her leadership responsibilities.

Relationship with the Executive Director/Board of Trustees

- Depending on who is serving in the role of Secretary, support the Executive Director or the other Board Trustees and foster a relationship based on mutual trust and respect.

Fiduciary Responsibilities

- Work with the Finance Committee to oversee ACRP's Business Plan and Budget.



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Ambassadorial Service

- When asked, speak to the media and the community on behalf of the organization; represent and promote the organization in the community through regular Chapter involvement and at conferences.

MONITOR AND REVIEW SCHEDULE

Monitor as needed and review every even year by the Governance Committee.

DATES REVIEWED BY COMMITTEE

May 2012

June 2014

DATES MODIFIED BY COMMITTEE

May 2012

June 2014

DATES APPROVED BY COMMITTEE

May 2012

June 2014

DATES REVIEWED BY ABOT

May 24, 2012

June 6, 2014

DATES APPROVED BY ABOT

May 24, 2012

June 6, 2014