

## Secretary 2-Year Term

### Board of Directors Position Description

#### Role Description

The Secretary is responsible for maintaining the chapter's corporate records, supporting governance best practices, and managing the chapter's Board election process.

#### Key Responsibilities

The Secretary is one of four officers on the ACMP DC Board of directors (President, Vice President, Secretary, and Treasurer.) Key responsibilities include, but are not limited to the following:

- **Board of Directors and Member Meetings** – keep record of Board and member meetings, establish quorum at meetings, serve as Board parliamentarian, take minutes, record motions and decisions, sign minutes to attest to accuracy, distribute minutes, ensure timely notification of members for annual meeting
- **Chapter Records** – establish and maintain accurate and complete corporate records for the chapter, including but not limited to: articles of organization, bylaws, tax exempt status determination letter, annual tax filings, federal tax identification number, resident agent, sales tax exemption, insurance policies, ACMP Global Affiliate Agreements etc.
- **Governance** – lead the chapter's efforts to develop, comply with, update as necessary, and operate under the guidance of the association's bylaws and operating policies and procedures
- **Board of Directors Nominating and Election Process** – develop and manage the association's Board of Directors nomination and election processes
- **Board of Directors Communication and Information Sharing** – develop, recommend, and oversee the tools and systems for Board communications, collaboration, and knowledge management (e.g. online document storage, collaboration platform, email system, etc.)
- **Ensure transparency and ethics** in membership and volunteer activities and programming in compliance with standards set by the Board
- **Collaborate and provide support** to other Board members as required and appropriate
- **Other duties** - The Secretary shall perform such other duties as from time to time may be assigned by the President or by the chapter Board. The office of Secretary shall not be held by the same person who holds the office of President or Vice President, however may be combined and held by the Treasurer at the discretion of the Board of Directors

#### Desired Skills/Experience

- **ACMP Experience** – active ACMP DC member in good standing for minimum of six months; prior experience serving in a leadership capacity for the chapter; strong personal and professional commitment to and knowledge of ACMP DC's mission
- **Nonprofit Board Governance Literacy** – knowledge of and experience with nonprofit best practices and Board governance
- **Administrative Wizard** – passion for and skilled in administrative best practices, procedures and operations; excellent note taking and transcription skills; strong computer literacy
- **Translator** – ability to translate administrative policies and procedures for the Board; explain and reframe complex technical administrative information to gain understanding; integrate governance best practices to implement tactical and practical initiatives to fulfill the chapter's mission
- **Strategist and Visionary** – ability to collaborate, conceptualize, and create a shared vision for the future of the association, particularly with regard to governance matters



- **Communicator** – well developed oral, written and interpersonal communication skills; strong business and interpersonal instincts, judgment and integrity; capable of quickly establishing credibility and trust
- **Relationship Builder and Partner** – ability to partner with other Board members to develop short and long-term financial strategies and plans to support attainment of the chapter's mission and vision; ability to quickly build rapport, build alliances, and influence others in a way that gets the job done
- **Multi-Tasking Master** – ability to manage and lead multiple projects, deadlines, and initiatives, working with and through a cast of creative and dedicated volunteers
- **Detail Oriented** – gifted with a strong attention to detail and accuracy, ability to prioritize and organize multiple projects, meet deadlines, problem solve, and get things done through others
- **Innovator, Problem Solver and Doer** – capable of and not fearless of exploring and applying creative, out-of-the-box thinking
- **Prior nonprofit experience** desired
- **Prior experience serving** on and/or leading a nonprofit Board of director highly desirable

### **Time Commitment**

This position is one of nine volunteer ACMP DC Chapter Board members. The position will work closely with the Board president, Board members, and volunteers to fulfill the mission of the chapter. The Secretary participates in bi-weekly Board meetings via phone/web (1-hour), periodic in person/phone strategy sessions, committee meetings, and chapter events/activities. All Board and committee meetings include preparation time, follow-up, and various action items assigned. This represents an average of approximately 15 hours per month.