

NASW-Wyoming
CHAPTER ELECTED POSITION DESCRIPTION

Position: Secretary, Board of Directors

Term: 2-year term

Authority: By-laws of NASW-Wyoming, Article IV

Elected By: Full membership of NASW-Wyoming

Accountability: To the Board of Directors and to the total membership of the NASW-Wyoming Chapter and NASW-National

Qualifications: Member of NASW

Specific Duties:

- Serve as voting member of the Board of Directors and Executive Committee
- Shall be responsible for all non fiscal records of the Chapter
- Maintain an attendance sheet of board meetings
- Shall be responsible for keeping records of board actions including overseeing the taking of minutes at all board meetings, submitting copy of minutes to the chapter office for distribution to each board member, and assuring that corporate records are maintained
- Shall assume responsibilities of the chair in the absence of the board president, president elect and vice president

Time Requirement:

- Attend board meetings
- Attend all Executive Committee meetings
- Attend the Chapter conference and any chapter-wide events