

SECRETARY
Job Description

Length of Term: 1 year

Average Time Commitment per Month: 10-12 hours

Overview: The Secretary supports the administrative function of the Board. This includes, but is not limited to, the following: notifying Board members of monthly report deadlines, preparing and emailing meeting notices and Board packets, taking minutes at Board meetings.

The Secretary shall:

- Attend all board meetings and retreats;
- As on Officer of the Board this position shall serve on Executive Committee;
- Prepare and distribute accurate minutes of all meetings of the chapter to Board of Directors;
- Minutes of committee meetings shall be recorded if directed by the Board of Directors;
- Prepare correspondence at the direction of the President and/or Board of Directors;
- Assure that all notices are duly given in accordance with the provisions of these Bylaws or as required by law.
- Prepare and update chapter bylaws; chair bylaws committee;
- Maintain chapter files of correspondence and program materials;
- A permanent file shall be maintained to house founding documents as well as updated copies of:
 - Bylaws
 - Articles of Incorporation
 - Certificate of Incorporation
 - Policies and Procedures
 - Chapter Affiliation Agreement, etc.;
- Provide copies of the latest versions of these documents to all officers annually;
- Prepare and file with appropriate agencies all reports required to maintain the active status of the chapter's corporation and provide proof of corporate statue to Global as part of the annual Accord process;
- Assume responsibilities of president in the absence of the Board President and President-Elect;
- Other duties as assigned by the President and/or Board of Directors;

The Bylaws committee shall:

- Ensure that the Bylaws reflect the current structure, standards of practice and operations of the AFP Oklahoma and that Bylaws are accurate and relevant to members.
- Maintain AFP Oklahoma Bylaws template and assure that it is compatible with the AFP Global Bylaws.

AFP Oklahoma Board of Directors

- Review AFP Oklahoma Bylaws submitted for approval and assure that they are compatible with AFP Global Bylaws.
- Conduct an annual review of the AFP Oklahoma Bylaws and associated documents and make recommendations for revisions as appropriate.
- Review all recommendations for amendments or changes in the AFP Oklahoma Bylaws and make recommendations for approval and/or revision to the AFP Oklahoma Board.

Other Resources Available from AFP Global

[Resources for Chapter Secretary](#)