



## **Job Description**

**Job Description:**            **Secretary**

**Effective Date:**            **2009**

**Approved by:**            **APIC MN Board of Directors**

**Review/Revise Date:**    **5/2023**

### **1. General Description**

- Complete a conflict of interest statement at the time of appointment /election and update this document during the year if there are changes in status
- Submit your contact information to the Communications Director for the APIC MN Board, Committee Chairs & Appointed Representatives Document
- Representatives are asked to be clear in their communication if a statement made/position taken does not represent that of APIC MN, but rather is a personal opinion
- Representatives are asked to not endorse a product or company on behalf of APIC MN, but may express an opinion or comment based on personal experience
- Submit an annual report to the Communications Director
- Review, at least annually, the APIC MN website for content pertaining to your role on a committee. If you wish to make changes to the website, provide your committee's Board liaison with a copy of these changes
- Review job description annually and update as needed
- Give a verbal report during chapter business meetings as desired/necessary
- Provide a verbal report at board meetings if requested
- Become familiar with APIC MN policies (see APIC MN website)

### **2. Specifics of Job**

- A. Term of office: 2 years, serving as a voting member of the Board of Directors
- B. CIC certification required
- C. Attend and record minutes of the Board of Directors and the General Membership Business meetings.
  1. Retain a copy of all Board & Membership minutes/reports in an electronic format - an additional back-up copy is recommended. Minutes must be kept up to five years/at the discretions of the BOD. All historical Board & Membership minutes, policies, organizational charts, rosters, etc must be given to the incoming Secretary in an electronic format. Additional paper copies may also be provided.
  2. Send the minutes (electronic format) of the APIC Minnesota General Membership meetings to the Communications Director for publication by the following the membership meeting.
  3. Send the draft Board minutes (electronic format) to Board members for review as soon as feasible after the Board meeting.
  4. Maintain the Board "Actions/Follow-up" assignments during each Board meeting



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- and review the list at the end of each meeting.
5. Maintain, within the minutes, a record of significant electronic discussion threads among Board members which occurs between scheduled meetings. Keep a tally on any items for which the voting is done per email (i.e., electronically). According to the Bylaws Article VII, electronic votes must be unanimous and recorded in the minutes.
  6. Contact a fellow Board member to take the minutes, if absent, from the Board and/or General Membership Business meetings. Notify the President in advance of the meeting of a planned absence.
- D. Upon Board request, supply any documents or reports, to designated Committees.
- E. Sign certified copies and official acts of APIC MN and the Board as circumstances may require.
- F. Assist, as requested, with documentation/scribe work at the annual Board Strategic planning meeting
- G. Seal and retain all paper ballots (if used) and a copy of the election results for at least 6 months or until there is no possibility of a recount.
- H. Maintain and update all APIC MN Policies and Procedures as directed by the Board. Submit updated policies/documents to the Communications Director in a timely manner for membership access on the website.
1. Maintain a current, electronic format of policies and procedures;
  2. Retain a "track changes" copy (or a copy of the previous version of policy) for historical reference.
  3. Maintain familiarity with policy content, revision dates, etc
  4. Assist/remind the assigned policy reviewer prior to the next Board meeting assuring that the policies due for review are on the Board agenda.
- I. Serve as Chairperson of the Bylaws Committee.
1. Appoint no fewer than two persons to the Bylaws Committee; at least one appointee shall have had prior Board membership. Submit to the Board the appointee names by the second Board meeting of the year (**when Bylaw updating anticipated**).
  2. Bylaws Committee is responsible for:
    - a. Familiarity with current APIC MN and APIC National Bylaws
    - b. Review National APIC Chapter Handbook (on-line) for bylaw templates and required elements from National APIC.
    - c. The Bylaws Chair, or designee, should attend (if feasible) the Bylaws meeting at the National conference– providing a report for the Board and General Membership meeting. Note: Amendments/changes may be the result of organizational changes within APIC MN or National Bylaws which may also apply to chapters. Comment: APIC MN Bylaws last updated in 2015.
    - d. Review proposed bylaws amendments/changes which may be generated by the Bylaws Committee, Board, National APIC, or membership request.



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- e. Follow the process for bylaw amending as described in Article XIII of the APIC MN Bylaws. Note: the process to approve amendments can be complex so it is advisable to allow adequate time for approval steps.
- f. Submit an annual report of the Bylaws Committee, when applicable, or include within the Secretary's annual report in News and Views.
- J. Submit expenditure vouchers to the Treasurer for reimbursement as needed.
- K. Submit an itemized projected budget for ensuing year to the current Treasurer when requested. The Secretary does not have a standing budget, but may submit requests for special projects. As part of the Board, the Secretary provides general input to the board budgeting process.
- L. Submit suggestions to the President and Board regarding secretary job description.
- M. Ensure that Conflict of Interest process is followed per Policy # 5.
- N. Update and distribute as needed: Rosters (Board/Committee Chairs, Appoint Reps), Organizational Chart, Committee Report to the Board Schedule, and other related documents.

## 3. Monthly Action Checklist

### Complete month-to-month activities for the job here.

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| <b>Every Month:</b> determine which policies need updating & alert the responsible person. Take minutes at Board Meetings and General Membership Business Meetings. Update policy index and policies as they are reviewed. |                                                                                                                                                                                                                               |
| <b>Specific Monthly Duties:</b>                                                                                                                                                                                            |                                                                                                                                                                                                                               |
| January                                                                                                                                                                                                                    | Collect Conflict of Interest Forms (can email them ahead of time). . Update Board/Committee Roster, Org Chart, Committee Report to Board Schedule (ongoing throughout year)                                                   |
| February                                                                                                                                                                                                                   | Start reviewing bylaws (MN and National) if there are changes. Form Bylaw Committee when bylaw changes anticipated – see below regarding expected National bylaw proposed changes at summer National conference.              |
| June & July                                                                                                                                                                                                                | Determine if any national bylaw changes expected (usually from National Conference). Work with Bylaw Committee if updating is needed. Scribe at Board Retreat – provide copy after retreat to other Board members             |
| October (or sooner)                                                                                                                                                                                                        | Present Bylaw changes to Board/Membership for approval if needed. Review job description and update as needed                                                                                                                 |
| December                                                                                                                                                                                                                   | Maintain election results if paper (N/A if electronic) Transition to new Secretary, every other yr. Provide them with historical documents (see above) Submit end of the year's report for News/View including Bylaw activity |