POSITION DESCRIPTION: SECRETARY

TERM OF OFFICE: The Secretary is elected for a two (2) year term.

REPORTS TO: Chair

APPROXIMATE TIME COMMITMENT: 10-15 hours per month

RESPONSIBILITIES:

1. Serve as a voting member of the Executive Committee (EC); participate in monthly EC calls.

2. Attend the WM EC Leadership Retreat and the WM EC planning meeting prior to FNCE®.

3. WM DPG EC Monthly Report
   a. Responsible for putting together the WM DPG EC Monthly Report.
   b. Work with the Executive Director to obtain submitted information.
   c. Send out monthly reminder to all EC members of the pending due date (the 30th of each month) for the monthly report.
   d. May need to send a reminder on the 29th of the month and a last call reminder on the 30th.
   e. Once the Monthly Report is put together, send the draft of the report to the Chair by mid-week prior to the monthly call so the Chair can finalize the agenda.

4. WM DPG Monthly Call
   a. Send an email with all documents needed for the monthly call, no later than 2 days prior to the scheduled call.
   b. Documents include: Agenda (from the Chair); Minutes from the past month’s call; Monthly Report for the past month’s activities; updated Leadership Roster or Org Chart as needed; information for FNCE®, action item documents.
   c. Conference call information.

5. WM DPG Minutes:
   a. Responsible for recording minutes at all Executive Committee meetings, conference calls and official membership meetings.
      i. If the Secretary is unable to attend the meeting, the Chair shall be notified in advance so that a designated secretary can be appointed.
      ii. Minutes shall conform to DPG Policy and Procedure Manual guidelines (DPG Minutes, Number C-14, Category: Communications).
6. Electronically send draft copy of minutes with request for comments to the Chair for review (within 3 business days). Email final draft minutes to the EC when available.

7. Maintain electronic originals of minutes and reports.

8. Assist with projects as delegated by the Chair or Executive Committee. This may include: assisting with correspondence, reviewing materials from the Academy requesting comment, or assisting with other activities and correspondence.

9. Maintain (in collaboration with the WM Executive Director) official documents of WM including WM governing documents and WM Executive Committee roster.

10. Leadership Roster:
   a. Updates and maintains an electronic copy of the Leadership Roster with names, EC positions, addresses, email and phone contact information
   b. Distributes Leadership Roster to the EC as it is updated

11. WM DPG EC Organizational Chart
   a. Update and maintain electronic copy of the WM DPG EC Org Chart
   b. Work with Chairs regarding changes and distributes the chart to the EC as it is updated.

12. Submit monthly report of activities to EC; submit agenda items as needed for monthly EC conference calls.

QUALIFICATIONS AND COMPETENCIES:
1. The Secretary must be an active member of the Academy and the WM DPG.
2. Demonstrated leadership skills including:
   - Excellent written and verbal communication skills
   - Excellent organizational skills
   - Ability to meet deadlines
   - Outstanding ability to juggle many tasks and multiple timelines by using project management and planning skills
   - Excellent computing skills such as website navigation, email, sophisticated formatting in word processing, Excel, and Power Point

3/04 RV: 9/06; 6/08; 5/12; 8/15; 8/16; 5/18; 5/19