

Association of Legal Administrators Metropolitan Detroit Chapter

Position Description for the SECRETARY

Qualifications

The Secretary shall be able to make a one-year commitment to the Association and meet the regular membership qualifications of both the Metropolitan Detroit Chapter and the Association of Legal Administrators.

Basic Functions

The Secretary is an Officer of the Chapter, a voting member of the Board, and shall attend each Board meeting and as many Chapter functions as possible.

Specific Functions

1. Maintain a record of the proceedings at all Chapter Board meetings and provide a draft copy of the minutes to the Officers of the Board within 10 days of each Board meeting.
2. Approval and/or changes to the minutes will be voted on at the next Board meeting.
3. Maintain a record of the original minutes of each Board meeting.
4. Provide approved minutes in a timely manner to the designated Region 3 Education Officer and to the Website Manager so that the approved minutes can be posted on the Chapter's website.
5. Make revisions to Chapter By-laws during the amendment process and communicate the recommended changes to the members prior to the approval meeting.

Other Events

Attendance at the Monthly Educational Luncheons and other ALA or Metropolitan Detroit Chapter sponsored events is necessary for Chapter development. Greeting new members and building relationships with Chapter members is a responsibility of all Board members at these events.

Records/Information to retain and provide successor:

1. **Board meeting minutes.**
2. **Vendor contracts (e.g., website)**
3. **By-laws**
4. **External storage device.**