



* POSITION DESCRIPTION *

Title: Secretary

Term & Related: One Year (Elected position)

Answers To: IPA's Board of Directors

**Bylaw References
To Position:**

The Secretary shall: (a) keep the minutes of the proceedings of the members and of the Board [and Executive Committee] in one or more books provided for that purpose; (b) see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law; (c) be custodian of the corporate records; (d) keep an updated roster of each member's address; (e) verify that the corporation's annual report is completed and submitted to the Secretary of State in a timely manner; and (f) in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him/her by the Board [and Executive Committee]; (g) all or any of these duties may be delegated to the Executive Director. The Secretary is a member of the Executive Committee of the Board.

The Secretary is a voting member of IPA's Board of Directors.

General

Description:

The Secretary performs the following duties:

- Regularly attends conference call meetings of the Board and one live Board meeting at the Annual Convention.
- Regularly attends monthly conference call meetings of the Executive Committee.
- Works closely with the President and Executive Director to develop an agenda for each Board meeting.
- Works closely with the President and Executive Director to develop an agenda for the monthly Executive Committee meeting.
- Forwards notice of all Board and Executive Committee meetings, related agenda, and minutes of previous meetings to all officers in a timely manner.
- Takes minutes of all Board and Executive Committee meetings and the annual membership meeting held at the Annual Convention. If unable to attend, makes arrangements for another officer to record the meeting and is responsible for obtaining that record of the meeting.
- Actively assists with membership recruitment.
- Serves as liaison to an IPA standing committee, as assigned by the Executive Committee.

All officers, delegates or representatives of the Association agree to abide by the Approved Guidelines Regarding Representing IPA (posted on the Leadership page of the website) when agreeing to serve in the position.

Updated: 04/16/17