



**Secretary
Job Description
7.6.14**

Term

- Two Years
- Shadowing for the role begins in mid-September through December of the year leading up to term.
- Officer will take office at the Annual Chapter Meeting in December.

Description of Role

The Secretary shall handle official correspondence of the Association as requested by the President and the Board of Directors and be responsible for maintaining the Association's official records. This Director is one of seven voting members that makes up IATA's Executive Board.

Desired Attributes

Organized; Detail oriented; Able to follow-through and reach out to other for information and clarification; Excellent communication skills; Desire to support and advocate on behalf of Art Therapy/Therapists in Illinois.

Responsibilities

- Maintain membership in IATA and AATA
- Assist President in preparing and submitting Chapter paperwork as delegated.
- Attend and actively participate in all board and chapter meetings
- Set annual goals at first board meeting
- Pick up mail from mailbox and bring to board and chapter meetings and give to President
- Handle official correspondence as requested by the President and the Board of Directors; and be responsible for maintaining the Association's official records
- Keep up-to-date files of the following records: all officially adopted policy papers, together with amendments to and revisions of these; and all documents of legal significance to the organization. Duplicate minute books, books of policy papers, and legal documents in the hands of the President and President-Elect shall be kept up-to-date by the Secretary. At the discretion of the Secretary, records which are five (5) years old and no longer in active use may be deposited in the archives. A list of all records so deposited in the archives will be maintained in the book from which the records have been removed
- Be responsible for the minutes of board and chapter meetings and for coordinating the efforts of the committee to approve the minutes
- The Secretary will provide a copy of the minutes at the next Board meeting for the Board's approval.
- Chair the Bylaws and Policy & Procedures Committee
- As Chair of the Bylaws and Policy & Procedures Committee, the Secretary shall be responsible, in conjunction with the President, for making changes approved during the Board of Directors' meeting and distributing them to Board members
- Coordinate video conferencing with off-site members and board members who wish to attend board and chapter meetings respectively



- Take on additional responsibilities related to this role as requested by President.

Approximate Time Commitment Per Week: 2 hours. More hours required during committee meetings and events.