PEO-TAZ CHAPTER OF A.B.A.T.E. OF ILLINOIS, INC.

JOB DESCRIPTION

SECRETARY

QUALIFICATIONS
As the person responsible for recording and maintaining files of the business of the Chapter, the Secretary must be an organized person possessing good written, typing, and verbal skills. The person should be computer literate or should be willing to learn basic computer skills and the use of computer accessories.

TIME REQUIRED
The Secretary will need to devote approximately 15-20 hours per month to the job for the Chapter record keeping, correspondence, and meetings. Each moth there is an Officers and a Chapter meeting; occasionally there are Executive Board meetings to attend as well.

BASIC DUTIES INCLUDE:

1. Reporting activities of the office at the Officers meeting.
2. Casting one vote on issues before the Officers or Chapter meetings.
3. Taking notes of special meetings deemed necessary by the President.
4. Taking accurate notes of monthly Officers and Chapter meetings.
5. Making arrangements for someone to take notes or to record the proceedings of any meeting for which notes should be taken but attendance is impossible and then preparing the minutes from the notes or recording.
6. Typing the minutes from the prior Officers and Chapter meetings and distributing copies to the Officers before the Officers meeting.
7. Maintaining a file of minutes of all Chapter meetings and making a file available for review by any member at each monthly meeting of PEO-TAZ Chapter of A.B.AT.E. of Illinois, Inc.
8. Providing copies pf the minutes from the prior Chapter meeting at each monthly meeting of PEO-TAZ Chapter of A.B.A.T.E. of Illinois, Inc.
9. Maintaining a journal of all Chapter minutes and Treasurer's reports in a safe and accessible location.
10. Making a journal available quarterly for audit for the Trustees of PEO-TAZ Chapter of A.B.A.T.E. of Illinois, Inc., and including a copy of the quarterly audit in the journal/
11. Performing other duties as requested by the Executive Board.

Retyped March 2007