Pennsylvania Society for Respiratory Care, Inc.

Job Description: Secretary

Item	Description
General Description	• Officer and Member of the Executive Board
Effective Date	• October 10, 2013
Date Reviewed	• January 11, 2016
Date Revised	• January 11, 2016
Specific Requirements	• Takes meeting minutes at all board of director, BOD, meetings • Forwards completed meeting minutes to the president, or designee, for review within 2 weeks of BOD meeting. • Forwards final revision of meeting minutes to the AARC and all BOD members and committee chairs within 30 days of board of director meeting. • Compiles an Action Item list from the BOD meeting and distributes to all board members and committee chairs within 14 days of BOD meeting. • Facilitates email communication to all board members as directed by the president. • Sends email reminder to all board members and committee chairs 30 days prior to board meeting and requests board reports 2 weeks prior to meeting date. • Forward all board reports to members 2 weeks prior to BOD meeting. • Maintains copy and facilitates signing of Office Manager Contract yearly. • Annually sends the AARC the Chartered Affiliate Forms (lists who holds chairs) and Society Meeting Forms (lists when meetings are held) • Signs House of Delegate Credential Form • Provides copies of meeting minutes and other documents as need for all BOD meetings. • Facilitates lodging arrangements if needed for BOD meetings. • Maintains electronic copy of entire years BOD reports and meeting minutes. Provides a CD of all information to Office Manager yearly. • Maintains update Officiary and distributes to all board members periodically. • Other duties as assigned by the President to support the function & operation of the PSRC. • Responds to complaints by members or non-members following approved policy

Pennsylvania Society for Respiratory Care, Inc.

Job Description: Secretary (continued)

Prior Experience	• Not Required
Term	• Two years
Reports To:	• Executive Board
Works Closely with:	• President • Executive Director • Parliamentarian
Time Commitment	• The two weeks leading up to Board meetings requires time to obtain and assemble reports. • Following all Board meetings, minutes must be edited and typed.
Written Reports	• Quarterly written reports due 14 days prior to board meetings
Meeting Attendance	• Attends all PSRC Board meetings
Eligibility	• Current AARC membership required
Travel	• Board Meetings (Quarterly, various locations) • Budget Meeting (usually coordinated with a BOD meeting)
Financial Incentive / Reimbursement	• Volunteer position • Travel and other expense reimbursement based on the "PSRC Expense Reimbursement Policy"
Misc./Special Notes	• None