

## **SECRETARY**

The Secretary is elected by the members, serves two (2) years and is a voting member of the Executive Board.

## **QUALIFICATIONS**

- Member of the Academy of Nutrition and Dietetics and the Oregon Academy in the Active, Life or Retired category.
- Active in Oregon Academy or district association
- Able to record accurately and to report clearly and concisely
- Available to serve for two (2) consecutive years
- Computer word processing skills and email needed

## **RESPONSIBILITIES**

- I. Attends all Oregon Academy Executive Board meetings (if unable to attend, appoints a proxy).
  - A. Submits monthly reports
  - B. Serves as a voting member of the Board
  - C. Submits annual report as requested
  - D. Reviews and updates pertinent documents
  - E. Provides orientation and transition for the incoming officer
- II. Serve as an advocate for both the Academy and the Oregon Academy
- III. Maintains all powers and duties usually vested in the office of the Secretary
- IV. Minutes
  - A. Records minutes of all Executive Board and General Business meetings and any special committees or meetings as requested.
  - B. Prepares minutes of the Executive Board and General Business meetings. Within one (1) week after the meetings, sends a draft copy of the minutes to the Oregon Academy Office for review and then the reviewed copy to the Oregon Academy President. (If possible complete minutes in less than a week)
  - C. Provides a final draft copy to the Oregon Academy Office for inclusion in meeting documents.
- V. Communications
  - A. If requested (or needed), submits summary of Executive Board activities to the newsletter editor. See Oregon Academy calendar for deadline dates.
  - B. Complete correspondence for the Oregon Academy as directed by the governing board.