

HFMA Hudson Valley NY Chapter JOB DESCRIPTION CHAPTER SECRETARY

General Description:

The Chapter Secretary is responsible for maintaining all chapter records of meetings, and communicating that information to Chapter leaders, members, and other interested individuals. The Chapter Secretary is also responsible for attending and maintaining all Board Meeting minutes. The Secretary shall coordinate and complete communication of all Chapter events to members.

Term: Board position serving a one year term.

Time Commitment: 5 - 15 hours/month average. This does not include travel requirements.

Goals, Objectives, and Responsibilities:

- Responsible for Chapter marketing and communications including education events, announcements, and reports to membership.
- Attend Board Meetings and develop/maintain Board minutes. Distributes draft meeting minutes within ten days following a Board meeting to Chapter Officers, identifying all updates, assigned tasks, and responsible parties. Provide final meeting minutes for approval at the next scheduled Board Meeting.
- In accordance with the Chapter's bylaws, provides written notice stating the place, day, and hour of a meeting of members and, in the case of a special meeting, the purpose or purposes for which the meeting is called, shall be delivered not less than ten (10) days nor more than 60 days (and, in the case of a special meeting, not more than thirty (30) days) before the date of the meeting, by the Secretary, or his or her designee, to each member of the Chapter at the address shown for such member on the records of the Chapter. Such delivery may be accomplished by U.S. mail, by facsimile, or by electronic communication.
- Attend HFMA Regional and National meetings, including Leadership Training Conference (LTC) and Region 2 Mini-LTC
- Prepare electronic CPE Certificates for all education events within 30 days of event.
- Overall responsibility of Founders Awards Program, including entering Founders Points and ordering award plaques.
- Collaborates with Chapter President, Officers, and Board members to update and prepare the strategic plan. Actively participates in planning and goal setting activities.

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- Participates in succession planning activities, including identifying future chapter leaders. Offer training and guidance to develop Chapter leadership.
- Provides recommendations and guidance to various chapter committees. Monitors chapter activities and reviews CBSC, DCMS progress reports to ensure successful outcomes.