**Secretary**

As a duly elected officer of MDHA, the secretary shall:

* + serve as a member of the board of trustees and executive committee.
  + serve as secretary of the MDHA annual session, all BOT and special meetings, including serving as custodian of records, and keeping separate minutes for general assembly meetings.
  + call for reports for the upcoming BOT meeting one month before the meeting. They shall be placed under “MDHA reports.”
  + Follow the protocol for collecting and compiling reports for the consent agenda for the upcoming BOT meeting. (needs discussion-LCD does not like compiling of reports-they are often late and hard to find when scrolling through at meetings)
  + record motions and proposals made (including those through electronic means), place them on Basecamp, and submit them at the next BOT meeting.
  + prepare a draft of the minutes to be sent to the prior to submitting to the BOT and Basecamp.
  + within a week after the meeting, post copies of the minutes of all BOT, special and general assembly meeting minutes under “MDHA minutes” on basecamp.
  + be in charge of the MDHA e-mail correspondence.
  + maintain the MDHA virtual mailbox.
  + maintain the basecamp meeting calendar and update members on basecamp.
  + upkeep the ZOOM account.
  + serve as liaison to the Communications Committee.
  + send the new MDHA and interim roster to the MDHA President to send to ADHA central office, the District VIII trustee within a month following the MDHA annual session and place it on Basecamp.
  + make sure all newly elected and appointed volunteers officially sign the confidentiality form, code of conduct and the conflict of interest forms.
  + place all newly signed official forms (noted above) in a separate binder at the close of the post-annual session business meeting.  The previous year’s forms will be shredded.
  + keep a duplicate copy of all MDHA contracts.
  + serve as liaison to the Communications Committee.
  + perform all other duties that are incidental to this office.

**MDHA Secretary Position Description**

**Position:** MDHA Secretary will serve the board with communications and records.

**Reports to**:   the MDHA President

**Overview of the Position:**  The Secretary documents all the official actions of the board and the MDHA General Assembly.

**According to the MDHA Bylaws, the MDHA Secretary shall** be assigned duties by the MDHA President.

**Additional Duties of the Position Based on MDHA Procedures:**

* + Serve as a member of the MDHA board and Executive Committee
  + Take minutes of all board, special and general assembly meetings
  + Act as custodian of all official board actions and reports
  + Call for reports from all volunteers for the upcoming BOT meeting one month before each BOT meeting
  + Keep an updated MDHA roster
  + Make sure all newly elected and appointed volunteers officially sign volunteer commitment forms
  + Keep a duplicate copy of all MDHA contracts
  + Help with communications for the organization
  + Serve as liaison to the Communications Committee

**What You Will Need to Serve Effectively (Qualifications):**

* Demonstrate excellent written communication skills
* Understand how to take official, legally upheld minutes
* Have a working knowledge of the MDHA mission, goals, and strategic plan
* Exemplify integrity in all interpersonal actions
* Possess an understanding of the general principles of not-for-profit management
* Respond with communication in a timely manner
* Possess administrative/organizational skills
* Possess collaboration and teamwork skills
* Know when to ask others for advice and assistance
* Be receptive to mentoring/coaching
* Possess the confidence and knowledge of working in a virtual environment
* Have personal/professional support from family and employer
* Have employment flexibility to attend MDHA functions
* Continually work on Universal Skill Sets

**Time Commitment:  Two-year commitment**

* The position will be average approximately 5 hours per week to maintain correspondence.
* Certain times of the year, the position will require more time before, during and after board meetings and MDHA Annual Session.

**MDHA Minutes Description to Assist the Secretary**

**Board meeting minutes serve as a/n:**

* general accounting of board discussions and actions
* official and legal record for the board
* means of tracking progress of the association per the strategic plan
* reflection of the actions and intentions of the board
* way to detail future plans
* reference point for new initiatives
* way to reflect motions, votes, and abstentions

**Essential points when taking minutes, include the:**

* sequence of the agenda
  + write a short synopsis of each action taken and any further action required
  + include the rationale or a summary of the discussion
* date and time of meeting including the call to order
* names of the persons involved at the meeting and those absent
* statement if a quorum is present
* corrections and amendments to previous meeting minutes
* additions to current agenda
* consent agenda
* attached meeting handouts and reports
* succinct summary of important discussion without too many details
* most important issues and concepts
  + facts in the notes, not editorial or inflammatory remarks
* notes that you organize as you go along and differentiate between comments and decisions
* next steps to be taken, who will take them and when
* record items that require more data or investigation
* old business
* new business
* notes from open discussion or public participation
* next meeting date and time
* time of adjournment

**Other Considerations when Taking Minutes:**

* ask for clarifications at meeting to record minutes accurately
* maintain the same tense verb when writing minutes
* when actions are being moved forward, the exact wording of a motion should be recorded and the justification or rationale
* when there is board consensus, specific details may not be required
  + Ex.  The consensus of the board was to……...
  + Those who moved the motion may not be necessary to record.  (who cares unless there was some objection)
* if there is some contention, more formal details should be recorded
* complete minutes as close to meeting as possible (a week)
* president should approve minutes before posting to board

minutes need approval by board at the next meeting to be submitted into association records