



A. Secretary

1. Job Description and Term of Office
  - a. Is the official recorder of the CSRC BOD
  - b. Assumes the duties, but not the office, of the President in the absence of the President and Vice President
  - c. Oversees the Education Committee and the Communications & Outreach Committee, but is not necessarily the Chair of these committees. Will serve in absence of an appointed chair
  - d. Term of Office is two (2) years
  - e. All Officers are limited to two (2) consecutive 2-year successive terms.
  - f. No person shall hold more than one office, except in the case of an emergency.
2. Accountability
  - a. Reports to the BOD
3. Qualifications
  - a. Must be an active member of the AARC and CSRC
  - b. CSRC BOD experience desired
  - c. Local Regional Officer experience desired
  - d. History of active participation in regional activities or service as an appointed state committee chair
  - e. Ability to document and transcribe discussions
4. Time Commitment
  - a. 4-6 hours/week
  - b. Workload is consistent throughout the year
5. Travel
  - a. Moderate to significant in state and small amount of interstate travel, including overnight stays of up to four (4) days at a time
6. Tasks, Duties, and Responsibilities / Performance Measurement Table



Tasks, Duties, and Responsibilities	Performance Measurement
<p>a. Maintains, in conjunction with the Executive Office, an e-book of minutes of all meetings and motions posted to the website of the CSRC as prescribed by the Bylaws</p> <p>b. Provides, in conjunction with the Executive Office, notice of all meetings of the BOD</p> <p>c. Handles, in conjunction with the Executive Office, the various correspondence that may be required for the transaction of the business of the Society</p> <p>d. Attests the signatures of all Officers of the Society</p> <p>e. Serves as Admin to CSRC website and social media platforms</p>	<p>a. Meeting minutes are clear and concise, and a log of all motions and their outcome or actions is maintained</p> <p>b. Distribution of the minutes of the BOD meeting within two (2) weeks of the meeting date</p> <p>c. All correspondence is responded to in a timely manner and critical items are properly forwarded to the BOD. All required documents for the record are stored properly.</p> <p>d. All BOD members complete the Oath of Office, Conflict of Interest and Tobacco Pledge; forms are safely stored</p> <p>e. Admits/Blocks users and approves member posts in a timely manner</p>