



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
<ul style="list-style-type: none"> 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 b. Provides, in conjunction with the Executive Office, notice of all meetings of the BOD c. Handles, in conjunction with the Executive Office, the various correspondence that may be required for the transaction of the business of the Society d. Attests the signatures of all Officers of the Society e. Serves as Admin to CSRC website and social media platforms 	<ul style="list-style-type: none"> a. Meeting minutes are clear and concise, and a log of all motions and their outcome or actions is maintained b. Distribution of the minutes of the BOD meeting within two (2) weeks of the meeting date 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. d. All BOD members complete the Oath of Office, Conflict of Interest and Tobacco Pledge; forms are safely stored e. Admits/Blocks users and approves member posts in a timely manner