

ABOS Secretary

ABOS Secretary is elected for a one year term of office and is limited to three consecutive terms.

Position Overview:

- Serves as a member of the ABOS Board of Directors.
- Serves on the Executive Committee.
- Attends monthly ABOS board meetings via conference call as scheduled by the president.
- Attends any Board meetings and membership meetings that may be held at the ABOS annual conference.
- May be asked to serve on other standing or ad hoc committees.
- Receives complimentary registration to the annual ABOS conference plus a \$300.00 travel reimbursement (*subject to change*).

Typical duties:

- Takes accurate minutes of all meetings and sends them to the entire board for approval in time for review before the next board meeting. The minutes shall include:
 - Date, time, location of the meeting.
 - List of those present and absent.
 - List of items discussed with a summary of the discussion.
 - List of reports presented.
 - Motions presented and voting results.
- Ensures minutes from the previous board meeting is made available to the ABOS general membership, once approved by the board, by sending a copy to the ABOS webmaster for posting on the ABOS webpage.
- Maintains the ABOS records as required by law. Records are stored and made available for ABOS Board Members electronically using a web-based word and placed in the ABOS Google Drive folder.
 - Approved minutes.
 - Motions voted upon with roll call tallies.
 - Legal letters.
 - Lists of the current Board of Directors and Board Members.
 - Other official records.
- Responsible for general correspondence of the Board of Directors, such as cards or letters for retirement, congratulatory, condolences, etc.
- May be designated by the Board of Directors as one of the signing officers for certain documents. In this capacity, the Secretary may be authorized or required to sign or countersign checks, correspondence, applications, reports, contracts, or other documents on behalf of the organization.
- Monitors the ABOS Secretary Gmail account.
- Other duties as assigned.

- Commits an average of 5 hours per week to ABOS business.

Prepared by K Butzen 7/23/12

Revised by M Buckner 9/18/12

Revised by Ann Plazek 10/23/17

Revised by Lori Berezovsky and Susan Parkins 8/21/2020