

## NEW HAMPSHIRE ASSOCIATION

### JOB DESCRIPTION

**Title:** Secretary, NHRA

**Reports To:** NHRA President

**Purpose:** To be responsible for the accurate recording of meetings; maintains records of meeting minutes and financial reports and distributes them to committee members; responsible for performing other recording and distribution functions as required.

**Term:** One year. Term begins January 1<sup>st</sup> and ends December 31<sup>st</sup> of the same year.

#### **Expected**

**Attendance:** Attendance at all monthly Board meetings; attends committee meetings as appropriate; attends annual meeting; attends Board retreats, workshops, and other Board development activities

#### **General**

**Obligations:** Be knowledgeable of NHRA Constitution and By-Laws  
Be well informed on issues and agenda items in advance of meetings  
Contribute skills, knowledge and experience when appropriate  
Assist in establishing policy  
Assist in short term and long term planning  
Help maintain fiscal health of the NHRA  
Act in a manner consistent with code of ethics of the profession  
Act as a representative of the members of the organization  
Uphold mission of the organization  
Be knowledgeable of current issues in the field and divisions  
Promote membership in NHRA/NRA

#### **Specific**

**Duties:** Record and distribute accurate minutes of meetings  
Maintain meeting minutes, financial reports and other records  
Completes other correspondence as needed  
Maintains and updates list of committee members  
Acts a member of Executive Committee  
Performs duties of Board Member-at-Large