

Secretary Duties – Alabama Obesity Task Force

Purpose:

The Secretary Member position member of the OTF will provide administrative support to the Board through conducting and organizing administrative duties and activities including receiving and handling information.

Priority Issues:

The secretary's priority will be in keeping the written records to assist in maintaining a focus on addressing the mission of the OTF and strategic plan actions.

Description:

The Secretary is a voting member of the Board of Directors. The term of office is two years and begins in May of each term. Specific responsibilities include:

Monthly Calls

- Develop agenda with Chair one week prior to call
- Email typed agenda (on selected format) to board members
- Record minutes and attendance for monthly Board teleconference meetings using the consent agenda format. Minutes emailed within one week of call
- Complete follow up in minutes- touching base with committee chair as needed

Face-to-Face Meetings

- Assist Board in confirming quarterly dates and meeting location
- Select and contact speakers; follow up with thank you notes sent (permission to post power point)
- Confirm agenda and print copies
- Provide sign in sheets, committee sheets, pens, name tags, lap top
- Email meeting notices (notice and reminder)
- Day of meeting-
 - Set up room, set out sign in sheets and handouts, etc.
 - Take minutes during meeting and email to members
 - Send minutes and power points with summary to web to be posted

Records

- Keep hard copy and electronic records of all BOD and membership meetings
- Provide hard copy and electronic records to incoming secretary within two months of the annual change over meeting.
- Maintain copy of Bylaws/policies and procedures

Annual Election

- (Nomination chair takes care of identifying names for the ballot)
- Send the ballot information to the members for voting
- Provide results to nomination chair
- Send letters about election results sent to nominees

Member contact

- Process new member's application forms from web requests including: download and file forms (send forms as needed), send welcome letter(s), notify committee chair of new members, add names to roster, the email address sheet, and the sign in sheet.

Membership Requirements:

The Secretary will be an active member of the Alabama Obesity Task Force.