



American Osteopathic College of Occupational and Preventive Medicine

Job Description of the Secretary (JD-04)

Effective Date: _____

Next Review Date: _____ *Reviewer(s):* _____

Dates of Revisions: _____

DUTIES OF THE SECRETARY

1. The Secretary shall:
 - 1.1. Record the minutes of the meetings of the Board of Trustees, the Executive Committee, and the General Membership meeting. After, approval of the Secretary, the minutes shall be provided to the participating parties within six (6) weeks following the meeting.
 - 1.2. Tally ballots and report the results of elections to the Board of Trustees.
 - 1.3. Take roll and assure a quorum at business meetings.
 - 1.4. Serve on the Executive Committee and the CME Committee (in anticipation of assuming the President-Elect position and serving as the future Program Chair).
 - 1.5. Serve as Chair of the Communications Committee:
 - 1.5.1. As Editor of the Newsletter, produce a newsletter at least twice annually, customarily in February and August.
 - 1.5.2. Periodically audit the College web site, and other publications and electronic communications to ensure correctness and currency.
 - 1.6. Shall perform other such duties usual and customary to such a position.