

APICS DANBURY CHAPTER #242 – JOB DESCRIPTION – SECRETARY (NOT YET APPROVED)

Main Duties/Responsibilities:

- Attend all Board of Director Meetings to transcribe minutes of the proceedings
- Prepare and distribute minutes of each meeting within 7 calendar days of the BOD meeting.
- Maintain the Chapter Bylaws.
- Attend the yearly transition meeting.
- Maintain the chapter's roster of board members and distribute corrections and updates at each BOD meeting (if necessary.)

Technical Requirements

- Good typing skills.
- MS Word, Excel, Email
- C-Manual for Administration (Downloaded from www.apics.org)

Required Skill Sets

- PC, Communications, Typing Skills

Time Requirements

- BOD meetings 1 x per month at 4 hours each 9 x per year
- Transition meeting weekend 1 x per year