

## **NAEMT Position Description**

### **Job Title: Secretary**

**General Overview:** Responsible for preparing and distributing the minutes of the NAEMT Board of Directors and for the preservation of official records of the association.

### **Responsibilities:**

1. Prepares the minutes and supporting documents of each official meeting of the NAEMT Board of Directors. Submits the draft minutes to the Board for approval.
2. Provides an electronic copy of the final minutes to the Executive Director for posting on the Board's intranet site and filing in the association's official records.
3. Works with the Executive Director to ensure that the association's official records are appropriately maintained as required by law.
4. Works with the Executive Director to accept petitions for special meetings of the membership and notifies the President of such in accordance with Bylaws Article 4.4 of the NAEMT Bylaws.
5. Works with the Executive Director to publish notices of special meetings of the members or Board of Directors not less than 30 days prior to the meeting in accordance with Bylaws Article 4.5.
6. Ensures that the notice of the association's annual meeting is mailed to the membership not less than 60 days prior to the meeting In accordance with Bylaws Article 4.5.
7. Accepts letters of resignation from members of the Board of Directors.
8. Fully complies and promotes adherence to the bylaws and operational policies of the association.
9. Conducts the affairs of the association in a manner befitting the position of Secretary and in accordance with the NAEMT Code of Conduct.

### **Qualifications:**

- All of the qualifications for NAEMT officer as enumerated in Article 5.5.2 of the NAEMT Bylaws.
- Interest in and ability to devote the time necessary to effectively serve as the Secretary of NAEMT.
- Good written and verbal communication skills.
- General understanding of non-profit organizations.
- Good understanding of Robert's Rules of Order.

- Familiarity with NAEMT's bylaws, policies, and positions.

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