

Secretary Position Responsibilities

The Secretary shall serve a term of one (1) year. The Secretary shall keep the records of all meetings of the Interest Network (IN) Leadership Team.

General Responsibilities and Roles:

The Secretary will provide leadership in development of policy and procedure regarding maintaining records and archiving of materials. This responsibility includes oversight of all physical copies of correspondence and newsletters, digital records of communication, equipment and software records and Web Site maintenance. S/he is also responsible for archiving of IN materials and of maintaining an indexing system.

Position Requirements:

- 1.) Current membership in AAMFT
- 2.) Organizational skills

Daily Operations Functions:

Minutes

- The Secretary is responsible for maintaining an official copy of the monthly IN Leadership Team minutes.
- The Secretary will work with the Administrative Assistant in this matter.

Physical Equipment

- The Secretary is responsible for maintaining a record of all equipment and software.
- The Secretary is responsible for keeping records of where all equipment is located and in whose possession.

Archived Records

- The Secretary will keep an archive of all records of the division. This is to include copies of all newsletters, conference brochures, Past OAMFT Board minutes as well as IN minutes, official correspondence, letterheads, and equipment manuals.
- The Secretary will keep a registry of all IN Leadership Team members both current and past. This registry will include contact information and dates of Leadership Team tenure.

Web Site

- The Secretary will be responsible for assisting the Chair and Communication Committee Lead in oversight and development of the IN Web Site.

Index System

- The Secretary will be responsible for maintaining an index system for all records of the IN.

Policy

- The Secretary will update and recommend to the IN Leadership Team on a quarterly basis changes in policy for records and archiving of materials.