

**Position:**

Secretary

Term:

1 year

Description:

The secretary of the board of directors and the Executive Committee is a BCCI board certified chaplain member of APC. The secretary or designee is responsible for recording the minutes of all meetings of the board of directors and the Executive Committee, recording all votes and signing official documents as appropriate.

Specific Duties and Responsibilities:

- a. Attends all board and Executive Committee meetings
- b. Ensures recording of the minutes of the board and Executive Committee meetings
- c. Records all votes
- d. Serves on the Executive Committee
- e. Serves as chair of the Personnel Committee
- f. Maintains all board records and ensures their accuracy
- g. Assists the president with tracking agenda items, motions, etc.
- h. Signs official documents upon request
- i. Provides notice of board meetings and committee meetings when such notice is required
- j. Other duties as assigned by the president
- k. Commits to make an annual financial contribution to APC