



### **Board Member Job Description: Secretary**

#### Terms of the Secretary as per the CATA by-Laws

The term of office of the President, Vice-President, Secretary, and the At Large members shall be two (2) years, commencing at the annual business meeting of the CATA next following their election and continuing until the annual business meeting of the CATA two (2) years later. The same person may be elected to not more than two (2) successive terms of the same office.

#### Eligibility per the CATA By-Laws

All officers shall be certified members of the NATA for a period of not less than five (5) years immediately prior to their nomination, and shall have resided and practiced professionally within the State of Colorado for a period of not less than two (2) years immediately prior to their nomination.

#### Duties per the CATA By-Laws

1. To serve as custodian of all records and documents of the CATA.
2. To record and distribute minutes of meetings of the Executive Board.
3. To record and distribute minutes of meetings of the CATA.
4. To facilitate preparation and transmittal of all correspondence of the CATA.
5. To maintain an accurate and current mailing list of the membership of the CATA.
6. To facilitate and oversee the preparation, distribution, receipt, and tabulation of ballots in all elections and other votes of the membership conducted by ballot.
7. To advise the President and Executive Board concerning matters of parliamentary procedure.
8. To assure that meetings of the Executive Board and of the CATA are conducted in compliance with "Robert's Rules of Order".

#### Description of the duties of CATA Secretary

1. The secretary is responsible for maintaining a record of all property owned by the Association.
2. The secretary is responsible for maintaining a record of the current active committee structure, including standing committee chair, members, and contact information.
3. The secretary is responsible for establishing email addresses, as needed, for members of the Executive Board as well as committee chairs.
4. The secretary is responsible for maintaining the calendar of event for the Executive Board.
5. The secretary is a member of the financial committee, which establishes a working budget for the Association.
6. The secretary may be asked to assist in other projects as deemed necessary by the president.