



## CLAN MACTAVISH BOARD OF DIRECTORS

### Job Description

Position Title: MEMBERSHIP SECRETARY	
Term: 3 Years with the possibility of second consecutive term	Reports to: Board of Directors
<b>MINIMUM QUALIFICATIONS</b>	
<ul style="list-style-type: none"> <li>• Membership paid and in good standing</li> <li>•</li> </ul>	
<b>DUTIES &amp; RESPONSIBILITIES</b>	
<ol style="list-style-type: none"> <li>1. Reviews and updated Membership database with each new and renewal of memberships.</li> <li>2. Receives new (and renewal) members' applications (and coordinates with treasurer and clan MacTavish email site on payment of fees/dues.)</li> <li>3. Process and welcome the new members by sending out the new member's packet</li> <li>4. Maintain and update membership rolls.</li> <li>5. (Process renewal members by sending out Thank You letters and providing a new ID card if on the member's cycle.)</li> <li>6. (Coordinate with Non Oblitus editor on the MailChimp Database by adding and checking the accuracy of new and renewal members' emails.)</li> <li>7. (Process and sends all LIFE applications to the Chief for special notification/certificate to be distributed by the Chief.)</li> <li>8. Give new and renewing member names to Directors at Large each month.</li> <li>9. Take the lead of any election committees. (Sends out nomination forms to supporting membership early in the year. Collects forms and turns them over to the Secretary by the beginning of April)</li> <li>10. Vote on Clan matters for the BOD</li> </ol>	
<b>GENERAL DUTIES FOR ALL BOARD MEMBERS</b>	
<ol style="list-style-type: none"> <li>1. Exhibit a professional attitude and demeanor at all times in dealing with the BOD, members, and the general public</li> <li>2. Demonstrate knowledge and proficiency in the use of the Internet, email, and other computer applications as applicable to job responsibilities.</li> <li>3. Comply with BOD policies &amp; bylaws</li> <li>4. Adheres to the chain of command.</li> <li>5. Maintain and improve knowledge and skills to promote proficiency in the operations of an organized, modern, updated and efficient BOD.</li> <li>6. Participate in BOD meetings</li> <li>7. Exhibit time on task and a flexible, cooperative, progressive and hardworking attitude and style.</li> <li>8. Ensure the integrity, accuracy, and security of all records.</li> <li>9. Maintain a high level of ethical behavior and confidentiality of information.</li> <li>10. Maintain a pattern of prompt and regular BOD meeting attendance and perform all duties as assigned effectively and efficiently.</li> <li>11. Communicate clearly and concisely, both verbally and in writing.</li> <li>12. Demonstrate appropriate verbal, written, and telephone communication skills.</li> <li>13. Complete routine tasks with little or no direct supervision.</li> <li>14. Able to perform essential job functions with reasonable accommodations.</li> <li>15. Perform other duties as assigned.</li> </ol>	

**IMPORTANT  
NOTES**

**ESSENTIAL DUTIES**

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an individual might be expected to perform, and they do not limit the right of the BOD to assign additional tasks or otherwise modify duties to be performed - even if seemingly unrelated to the basic role. Every BOD member has a duty to perform all assigned tasks. It should also be noted that the order of duties/responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

**MINIMUM REQUIREMENTS**

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Revised: 11/18/22