



CLAN MACTAVISH BOARD OF DIRECTORS

Job Description

Position Title: SECRETARY
Term: 3 Years with the possibility of second consecutive term Reports to: Board of Directors
MINIMUM QUALIFICATIONS
<ul style="list-style-type: none"> • Membership paid and in good standing •
DUTIES & RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Keep records of the corporation (Clan) and minutes of all meetings. 2. Distribute final meeting minutes to the board members (past presidents and Chief's Household) minutes for review and is the position to archive all information associated/documenting activities of the Clan. 3. Facilitate annual elections,(announcing positions up for election at the January BOD meeting and) (by asking for candidates in the 2nd Non Oblitus edition of the year.-this is done by the Membership Secretary, per Bylaws) 4. Facilitate collecting (nomination forms submitted to the Membership Secretary.) (Provide) candidates (and their) bios to give to the Non Oblitus Editor by the 3rd edition newsletter of the year. 5. Construct an elections committee to submit ballots, hold election for 30 days, verify, & present results to the board at August board meeting. 6. Vote on Clan matters for the BOD 7. Collect and archive Disclosure Forms, from the current board each January. 8. Request all Board Members and Chief Household to review and correct contact information each January
GENERAL DUTIES FOR ALL BOARD MEMBERS
<ol style="list-style-type: none"> 1. Exhibit a professional attitude and demeanor at all times in dealing with the BOD, members, and the general public 2. Demonstrate knowledge and proficiency in the use of the Internet, email, and other computer applications as applicable to job responsibilities. 3. Comply with BOD policies & bylaws 4. Adheres to the chain of command. 5. Maintain and improve knowledge and skills to promote proficiency in the operations of an organized, modern, updated and efficient BOD. 6. Participate in BOD meetings 7. Exhibit time on task and a flexible, cooperative, progressive and hardworking attitude and style. 8. Ensure the integrity, accuracy, and security of all records. 9. Maintain a high level of ethical behavior and confidentiality of information. 10. Maintain a pattern of prompt and regular BOD meeting attendance and perform all duties as assigned effectively and efficiently. 11. Communicate clearly and concisely, both verbally and in writing. 12. Demonstrate appropriate verbal, written, and telephone communication skills. 13. Complete routine tasks with little or no direct supervision. 14. Able to perform essential job functions with reasonable accommodations. 15. Perform other duties as assigned.

**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