



SECRETARY Responsibilities and Qualifications

Roles and Responsibilities

- Record minutes of all official meetings of the Executive Committee and the Board of Trustees (BOT) and post/share with stakeholders as soon as possible (no later than four weeks) following each meeting
- Archive an official copy of all minutes and reports for the permanent records of the Association to be retained for a minimum of seven years
- Archive recordings of official meetings of the Association
- Send notices of Association meeting dates and locations; collect responses and reports
- Make all arrangements for food and accommodations for official meeting of the BOT
- Correspond with Association leadership and/or membership as requested by the president
- Make revisions to the Constitution, Bylaws, Policy and Procedure manual as approved by the membership and/or determined by the BOT.
- Keep current working file, of ongoing Association business, initiatives, and BOT roles

Qualifications

- Must be a member in good standing of the Association
- Should have a thorough understanding of NYSATA programs and partnerships

Nomination Requirements

Complete nomination includes

- Nomination form
- Standardized vita
- Candidate statement
- Photo (head shot) minimum of 600 pixels in any dimension