

Job Description: Secretary

- A. ELECTED OR APPOINTED:** Elected
- B. DURATION OF POSITION:** Two years
- C. TERM OF POSITION:** Coincides with the Academy fiscal year (June 1 through May 31)
- D. EXEC. COMMITTEE VOTING STATUS:** Voting
- E. LINE OF COMMUNICATION:** Chair and Executive Director
- F. TIME COMMITMENT:** Three to five hours per week.
- G. MEETINGS AND TRAVEL:** Monthly Executive Committee and Symposium Committee conference calls. Travel to SCAN Retreat and SCAN Symposium contingent upon annual approval and funding.
- H. OVERVIEW OF POSITION:** Responsible for the recording and approval of the minutes of all business meetings of the Executive Committee and Symposium Committee.

I. GENERAL RESPONSIBILITIES:

1. Serve as a member of the Executive Committee (EC).
2. In preparation for each Executive Committee meeting (monthly):
 - a. Create needed and organize established folders for EC minutes on Basecamp.
 - b. Two weeks before meeting, remind EC members of upcoming meeting and to post their reports on Basecamp no later than five days before the meeting.
 - c. One week before the meeting, remind EC members who have not posted a report yet to do so.
3. During EC meetings:
 - a. After Chair calls meeting to order, take roll call.
 - b. Record minutes. All motions, votes, and action items/responsible parties should be bolded.
 - c. Following Robert's Rules of order for votes. Record outcomes of votes in minutes.
4. After EC meetings:
 - a. Prepare action items list that includes responsible parties, action items, and timelines/deadlines for completion, as documented in minutes. The action items list may be incorporated into the minutes document or posted as a separate document.
 - b. Prepare an EC decisions list, adding all outcomes of EC votes for the year, to be maintained as a separate document on Basecamp.
 - c. No later than five days after the meeting, email the minutes to the Chair for review. Once Chair approves, upload to appropriate folder on Basecamp and notify EC.

- d. At each meeting, Chair will call for a vote to accept minutes from previous meeting. If warranted/edits required, make edits and post updated version to Basecamp no later than 12 days after the meeting and notify EC.
5. For each Symposium Committee meeting (monthly, with two Committees meeting each month December-June):
 - a. Record the minutes.
 - b. Prepare action items to be completed by Symposium Committee members, as discussed during the meeting.
 - c. Email draft of minutes and action items to Symposium Chair for approval.
 - d. Post the approved minutes and action items list to the Symposium Committee project on Basecamp site no later than one week after the call and notify Committee.
6. Submits accurate and timely expense reports.
7. Participates in SCAN Executive Committee strategic planning process.
8. Reviews and proposes updates to the job description annually.
9. Attends two or more SCAN meetings/conferences annually (Retreat, Symposium), pending approval and funding.

J. COMMUNICATIONS

1. Submit biography and photograph/headshot for website to Executive Director in May.
2. Maintain minutes as detailed above and assist Chair in maintaining organization of EC meeting materials on Basecamp.

K. QUALIFICATIONS

1. Member of Academy in the Active classification and current registration through the Commission on Dietetic Registration. Active member of SCAN for three or more years.
2. Successful completion of one or more prior SCAN leadership positions, such as committee chair, or appointed or elected position on the EC, preferably within the past five years.
3. May not simultaneously hold an elected position in another DPG/ MIG or hold an elected Academy office. May hold an elected or appointed position in an affiliate or a district association, or an appointed position in another DPG/MIG or on an Academy committee.
4. May not serve more than one consecutive term in the same office, unless approved by vote of the Executive Committee.
5. Hold office until the end of the fiscal year.
6. Demonstrated skills including:
 - a. Strong writing skills.
 - b. Timeliness.
 - c. Organizational skills
 - d. Strong leadership qualities
 - e. Ability to work well with a team of professionals.
 - f. Detail oriented.

7. Ability to use and willingness to learn new digital information sharing platforms as needed, including but not limited to email, Dropbox, Google Drive, audio and web conferencing, etc.
8. Reasonable certainty of time available for SCAN duties (3-5 hours/week) and willingness of employer and family to support performance of duties.