

Ohio Association for Behavior Analysis

Secretary

Position Description

Term: Two years

Estimated Time Commitment: Approximately 5 hours per month

General Overview:

According to the OHABA Bylaws , the Secretary shall keep all records of the chapter and the Board, conduct official correspondence with members as needed, serve ex officio as a member of all committees as deemed necessary by the board, and issue programs of meetings. The Secretary shall be responsible for keeping records of board actions, including overseeing the taking of minutes at all board meetings, sending out meeting announcements, and distributing copies of minutes and the agenda to each Board Member. If the Secretary is unable to be in attendance, s/he shall ensure the taking of minutes will be completed by another Board Member in attendance. The Secretary shall ensure records of meetings and board activities are permanently retained, and archive important documents. S/he shall bring to the attention of the Board and the members such matters as are deemed necessary for the appropriate operation of the organization. The Secretary shall certify and keep the original, or a copy, of these Bylaws, as amended or otherwise altered to date, a book of minutes of all meetings of the Board, and, if applicable, meetings of committees and of members, recording therein the time and place of holding, whether annual or special, how called, how notice thereof was given, the names of those present or represented at the meeting, and the proceedings thereof. The Secretary shall deliver all records and documents to his/her successor.

Specific Responsibilities:

1. Act in accordance with OHABA's Bylaws on all matters related to the recording and holding of all Board meeting documents.
2. Draft and send out official correspondences to OHABA members as directed by the Board. These will be drafted and reviewed by the President and President-Elect, at a minimum, prior to being sent out.
3. Respond to emails and questions submitted to the OHABA website.
4. Be the official scribe for all meetings.
5. Assist the President in scheduling meetings and preparing the agenda.
6. Prepare Board packets for meetings, when necessary.
7. Record minutes at each meeting, distribute to all board members, and maintain minutes as part of permanent OHABA record.
8. Recording of minutes will include the date and time of the meeting, those in attendance, discussion points, motions made during the meeting and voting results, and keep a to-do list.
9. Distribute the minutes to all members no less than one week before a meeting.

10. Attend quarterly Board Member meetings.
11. Monitor and manage email sent to the Secretary no less than on a weekly basis.