

**SECRETARY
MID ATLANTIC CHAPTER
INTERNATIONAL EROSION CONTROL ASSOCIATION**

JOB DESCRIPTION

The Secretary must be duly elected to the office by the general membership of MAC-IECA for a one-year term. The Secretary must be a current member of IECA and MAC-IECA. There is no term limitation provided the above stated criteria are met.

The primary function of this position is to accurately record the discussion, motions made and seconded, actions taken and key points presented at board and membership meetings. Prepare clear and concise written minutes with appropriate action items for all IECA meetings. Minutes will be distributed to the entire board within two weeks of the close of the meeting.

When called upon, the Secretary will prepare correspondence to general membership and/or individuals/organizations outside MAC-IECA. This correspondence could be for the signature of the Secretary or the President.

A person serving in this position should have the appropriate skills to perform at the required level of competence compatible with this position, in-depth knowledge of MAC-IECA's mission, and very good communication skills as a representative of MAC-IECA.

DUTIES AND RESPONSIBILITIES

The duties and responsibilities include but are not limited to:

Accurately record the general discussion, motions, action taken and key points at each and every MAC-IECA Board of Directors meeting conducted through the year. This includes regularly scheduled as well as "special" meetings called by the President.

Prepares clear and concise minutes with appropriate action items for all board meetings.

Distributes those minutes to the entire board and appropriate committee chairpersons MAC-IECA within two weeks of the meeting.

When required, prepares correspondence on behalf of MAC-IECA. Typically this will be done at the request of the President.

Participates as a voting member of the MAC-IECA Board of Directors at all meetings on all association resolutions. Attendance at 75% (minimum) of the meetings is required.

Represents MAC-IECA at conferences, workshops and expositions either at the request of the President.

SECRETARY ... DUTIES AND RESPONSIBILITIES (Continued)

Upholds MAC -IECA's Bylaws.

Assumes and professionally completes any and all tasks assigned by the President.

Exhibits a professional, unbiased attitude when representing MAC -IECA.

January 24, 2001