



Central New Mexico Intergroup

Job Title:	Secretary	Job Category:	CNMI Board*
Abstinence requirement:	6 months current abstinence		
Term of Office:	2 years – elected in even years		

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Date: July 2018

Job Description

ROLE AND RESPONSIBILITIES

- Attend regular CNMI meetings when possible.
- Arrange for a temporary Secretary when unable to attend a CNMI meeting.
- Record and transcribe CNMI meeting minutes.
- Assemble attachments relevant to the meeting minutes and include with the official file of minutes.
- Provide the CNMI Chair with a draft of the meeting minutes at least one week prior to the next scheduled CNMI meeting.
- Collaborate with the CNMI Chair on any suggested edits or changes to the minutes.
- If there is a difference between the Chair's and the Secretary's interpretation of an action at a CNMI meeting, the Secretary shall seek outside corroboration on the accuracy of the issue under discussion.
- Maintain a file of all minutes and relevant attachments** for CNMI for the entire term of her/his office.
- Update the CNMI Policy Manual as changes are approved at CNMI meetings.
- Keep a current file of minutes for 4 years at which time the earliest year of minutes will be transferred to Archives.
- Transfer all material pertinent to the position of Secretary of CNMI to the incoming Secretary prior to the first meeting at which the incoming Secretary is in office.
- Prepare and submit a budget request when prompted by the CNMI Treasurer.
- May attend all committee meetings with the exception of the Nominating Committee, unless they are an appointed member of that committee

PREFERRED SKILLS

good listener
 ability to discern important information and present it logically
 familiarity with computer
 ability to meet deadlines
 attention to details
 willingness to give service

ADDITIONAL NOTES

It is good practice, but not a requirement, to transcribe meeting notes as soon as possible after the meeting to increase accuracy.
 **Keep a copy of the agenda, sign-in sheet, minutes, treasurer's report and addendum, and any written reports to file in the 'minutes' folder.

*See CNMI bylaws, Article IV for more information about the CNMI Board and
 CNMI Policy Manual, Article___ for Board member qualifications and duties