



## **JOB DESCRIPTION**

### **WISPAN SECRETARY**

Job reports to: President/Board of Directors

Date Written: 1988

Date Revised: November 1995, August 1999, May 2011

#### Primary purpose of the job:

The Secretary keeps or causes to be kept the corporate books and records of WISPAN (other than the financial records).

#### Prerequisites:

1. Active ASPAN/WISPAN membership.
2. Two years active ASPAN/WISPAN membership
3. Previous service on WISPAN Board of Directors is desirable.

#### Specific Job Duties and Responsibilities:

1. Serve for a two year term, elected during the even-numbered years.
2. Keep or cause to be kept all minutes of the meetings of WISPAN and the Board of Directors. Provide a copy of said minutes to the Board members within thirty days after each meeting. Submit a copy to be posted on the WISPAN website in the next issue of the Awakening.
3. Keep documents or other correspondence pertaining to WISPAN.
4. Accept written resignation by a member.
5. Accept written request by President, Board of Directors or active and retired members for a special meeting.
6. Assume secondary level of responsibility as directed by current President.
7. Prepare annual budget projection and submit to WISPAN Treasurer by August 1 of each year.
8. Perform other duties applicable to the office as prescribed by the parliamentary authority of WISPAN.