



JOB DESCRIPTION

Position: WISPAN Secretary

Job Reports To: President/Board of Directors

Date Written: 1988

Date Revised: November, 1995, August, 1999

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, and provide a copy of said minutes to each Board Member within thirty days after each meeting.
3. Have a copy of the WISPAN's Bylaws available at all meetings for reference.
4. Keep documents or other correspondence pertaining to WISPAN.
5. Accept written resignation by a member.
6. Accept written request by President, Board of Directors, or active and retired members for a special meeting.
7. Assume secondary level of responsibility as directed by current President.
8. Prepare annual budget projection and send to WISPAN Treasurer by August 1 of each year.
9. Perform other duties applicable to the office as prescribed by the parliamentary authority of WISPAN.