



### **SECRETARY RESPONSIBILITIES**

1. In collaboration with the Chapter President, set annual goals for managing Chapter administration.
2. Attend all Board meetings and ensure that accurate minutes are taken and maintained as legal record of the corporation's business meetings.
3. Collaborate with the Chapter President and President-Elect to perform and maintain an inventory of the Chapter assets as needed.
4. Work with the President-elect to manage Chapter elections according to the Chapter Bylaws (Article VII).
5. Oversee and coordinate any requirements involving the Corporation Bylaws and/or Articles of incorporation. Ensure the approval, recording, and safekeeping of legal corporation documents with Chapter support personnel.
6. Support Chapter Board with special projects, as needed.

### **THE MOST FUN THING ABOUT THE SECRETARY ROLE?**

Supporting and collaborating with a tremendously talented group of professionals with the goal of offering current, interactive, and high quality events and workshops for the talent development community.

### **THE BIGGEST CHALLENGE OF THE SECRETARY ROLE?**

Finding low cost or budget appropriate venues for Board Meetings. It takes creativity and persistence to make these events convenient and enjoyable for the Board. But it is also fun!

### **2018 GOALS**

1. Assist President and President-Elect with a review and organization of Board Workspace and archived Chapter documents.
2. Assist Past President with annual CARE report.
3. Identify and develop 2020 successor and create succession plan.

Check out all of the Board Members and learn more about becoming a Board Member yourself at:  
[tdsandiego.org/about/chapter-leaders-2018](http://tdsandiego.org/about/chapter-leaders-2018) and  
[tdsandiego.org/members-only/become-a-chapter-leader](http://tdsandiego.org/members-only/become-a-chapter-leader)

