

## **Job Description: Secretary**

*As excerpted from the NAADAC Policies and Procedures*

### Section D

1. **PURPOSE:** To provide a national/international identity and to facilitate communication between the Affiliates and the Association, and to keep the records of meetings. To communicate the vision, mission, goals, objectives, strategic plan, and current events of NAADAC.
2. **REPORT TO:** President
3. **QUALIFICATIONS:**
  - a. Current member in good standing of NAADAC (Active Membership).
  - b. Must have been actively engaged in the addiction profession for the past two years.
  - c. Must have two years of Board of Directors experience on either the NAADAC Board of Directors **or** a NAADAC Affiliated board, chaired a NAADAC committee, **or** served as a Commissioner on the NAADAC Certification Commission.
4. **DUTIES:**
  1. The Secretary of the Association will have all powers and perform duties commonly incident to and vested in the office of secretary of a corporation, including the following duties and responsibilities:
    - a. Attends all meetings of the Board of Directors, conference calls, telephonic, electronic meetings and committees as he or she may be appointed. The Secretary is responsible for keeping and preserving the oversight of meeting records in the books of the Association, and distribution of true minutes of the proceedings.
    - b. Ensures all notices are given in accordance with the Bylaws.
    - c. Respond to minutes from the NAADAC office in a timely fashion
    - d. Performs other duties as the President may, from time to time, designate.
    - e. The Secretary may appoint an Assistant Secretary to perform such duties as he or she may, from time to time, delegate.

#### **TIME COMMITMENT FOR EXECUTIVE COMMITTEE MEMBERS:**

- i. Serve a two (2) year term, not to exceed two consecutive terms.
- ii. Attend the NAADAC mid-year Executive Committee meeting (may include planning retreat) (3 days)
- iii. Attend the NAADAC Annual Conference (up to 6 days)
- iv. Be available for monthly conference calls with the Executive Committee.
- v. Attend Affiliate conference/meetings in region when invited.

- vi. Attend other meetings conference calls, or electronic meetings as required by the President.