

**NAADAC Secretary Job Description**  
*From the NAADAC Policies and Procedures*

1. **PURPOSE:** To provide a national identity and to facilitate communication between the state affiliates and the Association, and to keep the records of meetings.
2. **REPORTS TO:** NAADAC President
3. **QUALIFICATIONS:**
  - a. Current member in good standing of NAADAC
  - b. Must have been actively engaged in the counseling profession for the two years.
  - c. Must hold a state and/or national certification in addiction counseling or a related profession.
  - d. Must have two years of Board of Directors experience on either the NAADAC Board of Directors or a NAADAC affiliated state board, chaired a national 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 corporation, including the following duties and responsibilities:
    - a. Attends all meetings of the Board of Directors, and of such committees as he or she may be appointed, and be responsible for keeping, preserving, and meeting records in the books of the Association, and distributing true minutes of the proceedings of all such meetings.
    - b. Ensures all notices are given in accordance with the Bylaws.
    - c. Performs other duties as the President may, from time to time, designate.
    - d. 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:**

- a. Serve a two (2) year term, not to exceed two consecutive terms.
- b. Attend the NAADAC Planning Retreat (3 days)
- c. Attend the NAADAC Annual Conference (5 days)
- d. Be available for monthly conference calls with the Executive Committee
- e. Attend state conference/meetings in region when invited.