

SECRETARY

Role Expectations

By accepting to serve in the role of **Secretary**, the elected member agrees to:

- Assume responsibilities for this role at the meeting immediately following election or appointment.
- Actively participate in all Executive Board meetings, annual and mid-year strategic planning meetings and all other meetings called by the Board.
- Actively participate and collaborate in the planning and implementation of all events, such as quarterly workshops, annual conference, meetups and any other event sponsored by ATI.
- Serve and participate as a voting member of the Executive Board.
- Acknowledge ATI's commitment to its members and personally commit to serve the organization's goals and objectives.
- Pass on records of activities and timelines relevant to his/her position during his/her term and supply the incoming replacement with those records and knowledge to ensure a smooth transition.
- Hold the key to ATI's PO BOX (United States Post Office Station - Address: 3905 N 7th Ave, Phoenix, AZ 85013).
- Have the registration box in her possession.
- File Form 990-N (e-Postcard) by September 30 of every year - <https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard>
- Serve as a co-signer on all ATI bank accounts and second responsible party on bank account maintenance. Review and reconcile the bank statements in conjunction with ATI's Treasurer.
- Responsible for all formal communication, which includes but it is not limited to, notification of the election of Governing Board members and members votes, role descriptions for Executive Board positions, membership applications or reports of membership, coordination of actions items for upcoming events, and similar items.
- Create agendas for each board meeting and distribute to the Board 2 days prior to the meeting, calling for contributions and acknowledgment of changes to items on the agenda from all Board Members. Take minutes during the meetings and distribute to the Board as soon as possible after each meeting. Listen to recording of meeting when necessary to accurately prepare minutes.
- Ensure the safety and accuracy of all Board records. Keep archives of ATI minutes, reports, decisions, activities, voting matters, etc., for access by the Board.
- Certify the results of ATI Executive Board Elections and notify candidates of the results. When new candidates are elected to ATI's Executive Board positions, the Secretary provides them with the handbook corresponding to the position being served.
- Assume responsibilities of the President in the absence of the board president and vice-president.

Additional duties:

- Responsible for registration at Workshops and Annual Conference.
- Collect member dues and follow up according to ATI's procedure. In coordination with the Treasurer appropriately handle dues, invoices, and Membership Roster.
- Assign membership numbers and send ATI's welcome letter to new members.

The ATI Executive Board reserves its right to remove a serving Board Member from any of the Executive Board positions at any time by submitting the request for removal to the Board for proper voting. Such decision will be based on performance issues or any other reason that the Board considers to be against the best interest of this organization. Similarly, the board member serving ATI in this position may resign at any time, with or without reason, by submitting a written resignation to the Board.

If at any time during their tenure the fulfillment of the duties and responsibilities is disrupted by a period longer than 3 months, the member serving as **Secretary** agrees to voluntarily resign to this position.