**Purpose of Position**

The overarching role of the Secretary is to maintain record-keeping of all operations and events associated with the district affiliate.

**Length of Service**

1-year term, elected by the membership. Term runs June 1 - May 30.

**Expected Time Commitment**

* 1-3 hours per week. Weeks just prior to events are typically the most time-intensive.
* Virtual meetings with BOD up to twice a month
* Virtual meetings with the Newsletter Committee at least once a month
* Attending NFAND events (5 – 6 events)

**Responsibilities**

* Serve as Newsletter Committee Lead to Facilitate production of a quarterly newsletter.
* Review and update bylaws each year, in collaboration with President and President-Elect.
* Record meeting minutes at all Board and Member Meetings.
* Collaborate with the President, President-Elect, and Treasurer-Elect to identify and communicate with prospective guest speakers.
* Work with the President, President-Elect, and Social Media Committee to help plan and facilitate any events approved by the Board.

**Benefit for Volunteering in this Position:**

* Gain valuable experience in a major leadership role
* Increase visibility for the profession, your employer and you
* Networking opportunities that help build lasting relationships
* Can earn continuing education units

**Leadership Advancement**

* Opportunities for further involvement in a state or national Academy leadership position