



## Volunteer Job Description

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**Position Title:** CAMSS Board Secretary

**Relationships:**

Reports To: CAMSS Board  
Internal Contacts: CAMSS Board Members, CAMSS Membership  
External Contacts: General Public, Industry Partners

**Length of Commitment:** Term of office is two (2) years (January 1 – December 31)  
May be re-elected to consecutive terms.

**Time Involvement:** Average 6 hours monthly  
8-10 meetings per year  
Up to 2 Educational Conference Programs  
Bylaws Committee Chair

**Key Responsibilities:**

***As a CAMSS Board Officer:***

1. Serve as a voting member of the CAMSS Board.
2. Attend CAMSS Board and other meetings to include the Educational Conference Program(s).
3. Serve as a role model and as an advocate:
  - a. for CAMSS by being knowledgeable about and supporting the mission, strategic plan, and programs of CAMSS.
  - b. for the CAMSS membership at large.
4. Assist the CAMSS Board in:
  - a. developing and executing annual and strategic plans.
  - b. carrying out its legal and fiduciary responsibilities, as needed.
  - c. initiating formal and effective transition of office to incoming officer at the end of term.
5. Participate as a CAMSS Board Member through one or more of the following methods:
  - a. recruit volunteers or new members to CAMSS who can help further the mission.
  - b. serve as a speaker for CAMSS.
  - c. provide any other kind of service or contribution that furthers the mission of CAMSS.
6. Review and approve nominations for the CAMSS Board based on recommendation by the Nominating Committee.
7. Prepare in advance for decision-making and policy formation at CAMSS Board meetings; take responsibility for self-education on the major issues before the CAMSS Board.
8. Responsibly review and act upon committee recommendations brought to the CAMSS Board for action.

CAMSS JOB DESCRIPTION  
SECRETARY

**As Secretary:**

1. Keep accurate minutes of all CAMSS Board and Membership meetings.
2. Act as custodian of all records of the CAMSS Board.
3. Oversee the Scholarship Program(s), by advertising opportunities, reviewing applications, presenting to CAMSS Board and facilitating payment with CAMSS Treasurer.
4. Respond to inquiries about the CAMSS Board.
5. Serve as Chair of the Bylaws Committee, performing regular reviews and submitting recommendations to the CAMSS Board. Submit Bylaws to NAMSS for review and approval as needed.
6. Maintain and update as needed all Policies, Procedures and Job Descriptions.
7. Perform such other duties as authorized by the Board.
8. Initiate formal and effective transition of office to incoming Secretary at end of term.

**Qualifications:**

1. Must be an Active CAMSS member in good standing.
2. Prior experience involving accounting preferred, but not required.
3. Computer proficient and technologically adept preferred, but not required.

**Additional Requirements:**

1. Support from employer if applicable (written).
2. Commitment to advance the mission of CAMSS.
3. Commitment to full preparation in advance of CAMSS Board meetings for decision making and policy formation and self-education on major issues before the CAMSS Board.
4. Ability to make the necessary time commitment.

<b>Subject:</b>	CAMSS Board Secretary Job Description
<b>Date Implemented:</b>	
<b>Date Reviewed:</b>	
<b>Date Revised:</b>	