

ATV Maine Secretary

Position Title: **Secretary**

Reports to: President

Position Status: Hired Stipend Volunteer (Voted)

Voted by: Board of Directors

Stipend (if any) \$600.00 per year

General Qualifications:

- To protect the integrity of the organization.
- To attend all regional, annual, and any other meetings that the Executive Board deems necessary.
- Must have good leadership skills and the ability to delegate tasks.
- Must have excellent diplomatic and communication skills for the level of the position.
- Must be a self-motivator.
- Must be a member of an ATV Maine affiliated club.
- Must have basic computer skills.

The Secretary must understand and follow:

- a) ATV Maine's By-Laws;
- b) ATV Maine's Rules and Guidelines;
- c) ATV Maine's Policies; and
- d) Robert's Rules of Order (unless in conflict with a), b), or c) above).

The Secretary will be the communicator between the officers and the general membership of ATV Maine. The Secretary will:

1. Take minutes at regular meetings and trail committee meetings.
2. Transcribe and e-mail minutes for Webmaster to post, after Presidential approval.
3. Provide the minutes, all forms, and other pertinent data at all regular ATV Maine meetings.
4. Be responsible for creating and maintaining the meeting schedule for ATV Maine.
5. Keep a copy of ATV Maine's incorporation papers, By-Laws, Rules and Guidelines, and ATV Maine's Policies; and have them available for easy reference during meetings.
6. Read the minutes from the previous meeting for the Board of Directors approval and make corrections if necessary.