



## **GPA BOARD SECRETARY POSITION DESCRIPTION**

*Purpose/Objective:* To maintain GPA records

*Qualifications:* The GPA Board Secretary of the Grant Professionals Association (GPA) must be a member of the GPA Board. The GPA Board Secretary is elected for a one year term (January-December) by his/her fellow board members at the board meeting held in conjunction with the annual meeting in the fall of each year.

*Time Commitment:* The GPA Board Secretary expected time commitment is three hours per month for a one-year commitment. The GPA Board Secretary will be reimbursed of expenses incurred in performing his/her regular duties within a reasonable limit as determined by the Board.

*Responsibilities include:*

1. Perform all duties incident to the office of Secretary and other duties required by law, by the Articles of Incorporation, by the Association Bylaws, or as assigned by the Board.
2. Certify and keep, at the place designated by the Board, the original or copy of the Association Bylaws as amended or otherwise altered to date.
3. Keep, at the place designated by the Board, a record of minutes of all meetings of the Directors, and if applicable, meetings of committees of Directors and of members. These meeting minutes will record the time and place of holding, whether regular or special, how called, how notice was given, the names of those present or represented at the meeting, and the proceeding thereof.
4. See that all notices are duly given in accordance with the provisions of the Association Bylaws or as required by law.
5. Keep, at the place designated by the Board, a membership list containing the names and address of each and any members. When a membership is terminated, the Secretary or, if applicable, another designee of the Association, will note this fact and the termination date in the membership list.
6. Exhibit at all reasonable times to a Director, or to her/his agent or attorney, on request therefore, the Bylaws, the membership list, and the minutes of the proceedings of the Directors of the Association.
7. Serve on the Executive Committee.
8. Serve as the Board Liaison to at least one other Association Committee.

*Measure of Success:* Minutes and other required records completed and distributed in a timely and efficient manner; all record up to date and in order.

*Benefits:* Gain experience working with committees; improve meeting management skills; gain beneficial experience for job.