

## Job Description: Secretary

The Secretary shall be responsible for program activities, which include coordinating educational programming and social activities of the AAF NEPA and the presentation of status reports on program activities. Additionally, the Secretary shall chair the Program/Events Committee.

### Responsibilities include:

- Send out monthly agenda from the President for the monthly board meetings and get updates prior to meetings from board members. Attend and take notes at the monthly board meetings.
- Send out monthly minutes from the monthly board meetings.
- Serves as an alternative point of contact with District 2 for the AAF NEPA.
- Coordinate and plan monthly Board of Director meetings. Update the AAF NEPA calendar to reflect upcoming meetings and events.
- Join the American Advertising Awards committee and help plan the AAA Award Show.
- Work with Board Members and Committee Chairs to define goals, tasks and deliverables for upcoming events and campaigns to keep projects on track.
- *Learns the role of the Vice President so he/she can move up when the President's term is concluded.*