

Secretary Job Description & Responsibilities

PURPOSE:

- To provide administrative support for the Board, and ensure continuity of CORTA documentation.

TERM:

- Two year term, renewable by mutual decision of the member and the Nominating Committee, subject to Board approval.

QUALIFICATIONS:

- Community oriented
- Self motivated
- Strong leadership and interpersonal skills
- Strong organizational skills and attention to detail
- Strong oral and written communication skills
- Knowledge of parliamentary procedure
- General understanding of the goals and ideals of CORTA, GTA, STA, and USTA

DUTIES:

- Work with President to prepare written agenda for distribution at each Board and Executive Committee meeting.
- Notify members of meetings at least seven days before next meeting, unless otherwise stated in the notice.
- Record accurate minutes of all Board and Executive Committee meetings.
- Provide draft of minutes to President and Executive Director for review and editing that would improve accuracy of actions.
- Provide Executive Committee minutes to President prior to each Board meeting to use as a guide for Executive Committee Report.
- Distribute minutes to Executive Committee and/or Board members for approval, at least seven days before next meeting.
- Arrange for lunch to be provided at Executive Committee meetings.
- Present minutes for approval at Board and Executive Committee meetings.
- Upon approval, maintain official set of minutes with CORTA documents of the Corporation.
- Upon approval, ensure that highlights of minutes are added to web site.
- Serve as the Officer In Charge of assigned committees.
- Contact Committee Chair prior to the Executive Committee meeting each month, and report on committee activities at CORTA Executive Committee meetings.
- Ensure that annually, or at the request of the President or Board, CORTA Legal Counsel reviews bylaws and suggests appropriate changes as needed.
- Write necessary correspondence and other writing tasks as requested by the President.
- Provide CORTA representation with public and private community organizations, other CTAs, USTA-Georgia, USTA-Southern, and USTA-National.
- Perform other responsibilities as assigned by the Board.
- Review annually the job description and suggest appropriate changes.
- Train elected successor.