

# **MAINE ACADEMY OF NUTRITION AND DIETETICS**

## **JOB DESCRIPTION: Secretary**

1. Serves a 2-year term as a voting member of the board and attends all board meetings.
2. At the beginning of the term as secretary, notifies AND headquarters of the name and address of the new secretary.
3. Records the minutes of all meetings of the governing board and state association. Provides copies of minutes to each member of the governing board and distributes within one week following the meeting. Maintains a permanent record of all minutes.
4. Reorders association letterhead, when necessary. Upon request, provides letterhead and envelopes to board members and presidents of dietetic practice groups.
5. Assists with MAND mailings as needed.
6. Has access to and training in DMIS and provides membership data as requested by board members.

Revised and approved by MAND Board of Directors 12/21/10