Secretary Qualifications

* Active membership in MAHQ.
* Previous experience with accurate recording of meeting minutes.

General Responsibilities and Duties

* The Secretary shall record the minutes of all meetings of the Board of Directors and the Association.
* The Secretary shall serve as Parliamentarian of the Association who advises the

 President and the members of the Board of Directors on procedures.

Anticipated Time Commitment

* 2-3 hours per month

Estimated Number of Meetings/Conference Calls

* Participation at educational conferences.
* Participation in the Board of Directors meetings which are held at least six times per year.
* Other follow-up calls as necessary

G. Anticipated Personal Financial Commitment

* No personal money is required
* Time commitment from employer