

Volunteer Position: Secretary Board Position

Mission of the Secretary:

The mission of the Secretary is to preside over Chapter meetings and maintain records.

Volunteer Contribution:

The Secretary is responsible for maintaining Chapter records which include meeting minutes, corporation manuals, and bylaws and preparing meeting notices.

Estimated Time Commitment:

At a minimum, 1.5 hours per month during Chapter board meetings.
Approximately 1-2 hours a month to complete duties.
The Secretary is elected for a one-year term.

Responsibilities

- Assist the chapter president in developing monthly Board meeting agendas
- Ensure that the minutes of meetings of the membership, the board, and Executive Committee are recorded and maintained in the permanent record of the Chapter
- Distribute meeting minutes and pertinent chapter information for approval by the Board of Directors

Professional Development:

- Increased Knowledge of Association Management, Operations and Governance
- Leadership Skills
- Organizational and Management Skills

Requirements:

- To be eligible for Secretary the individual must have served on a committee for one year
- Must be an active SMPS CT member
- Ability to attend all monthly Board meetings

For more information please contact: Marta Dabrowski, CPSM, SMPS CT President-Elect at President-Elect@smpsct.org.

About SMPS Connecticut: *The Connecticut Chapter of SMPS was created in 1982 as the Southern New England Chapter. In 2004, we realigned our focus and were renamed to align more closely with our core geographic membership in Connecticut. SMPS CT's membership includes over 100 professional marketers from all over the state and at all levels and stages of their careers. We join SMPS National in extending our mission to ADVOCATE for, EDUCATE, and CONNECT leaders in the building industry. SMPS CT's vision is for premier professional service firms to recognize SMPS as their most trusted resource for building business and achieving success.*