

JOB DESCRIPTION SECRETARY

General Responsibilities: Care for records of the association; take minutes of all meetings of the Executive Leadership Committee, and Board of Directors; serve as a member of the Board of Directors, and assist the President in the promotion of Washington State FBLA.

The Secretary must possess demonstrated keyboarding skills and the ability to take minutes.

Specific Responsibilities:

1. Executive Leadership Committee
 - a. Prepares concise and easy-to-understand minutes of the association
 - b. Uses proper style, formatting, and accuracy and provides them to the President and Executive Director within two weeks of the meeting
 - c. Encourages and supports work of other officers
 - d. Completes tasks on time and encourages other officers to do so
 - e. Volunteers to serve on state standing committees and State Business Leadership Conference committees
 - f. Participates in the development of the program of work at officer training
 - g. Reports program of work progress and committee work to the President and assigned state staff
 - h. Attends and actively participates in all mandatory meetings: State Officer Training (May or June), September Executive Leadership Committee and Board of Directors, January Executive Leadership Committee and Board of Directors, SBLC Executive Leadership Committee and Board of Directors meetings and conference, regional conferences (see #3 below)
 - i. Attends, if possible: Legislative Day (January or February), National Leadership Conference, National Fall Leadership Conference
2. Regional and State Conferences
 - a. Attends at least one regional conference in the fall and winter in addition to his/her own
 - b. Takes an active role in the planning of the annual State Business Leadership Conference
 - c. Attends, participates, and provides leadership in the annual State Business Leadership Conference
3. Board of Directors
 - a. Prepares concise and easy-to-understand minutes of all Board meetings
 - b. Uses proper style, formatting, and accuracy and provides them to the President and Executive Director within two weeks of the meeting
4. Promotion of FBLA
 - a. Represents WAFBLA at special events and to businesses and community organizations
 - b. Enrolls in a credit-generating business class or has completed a business education sequence as defined by his/her school district
 - c. Models exceptional behavior and attitude to members and other students