

**GREAT LAKE ATHLETIC TRAINERS' ASSOCIATION
EXECUTIVE BOARD POSITION DESCRIPTION**

SECRETARY

Duties

- a. Serves as a member of the Executive Committee and Board.
- b. Serves as the Chair of the GLATA Operations Committee.
- c. Serves as custodian of all official records including minutes, bylaws, policy and procedure manual, membership role, and committee reports.
- d. Maintains a compiled list of all motions (GLATA Running Motions) as presented at Executive Committee and Board Meetings and GLATA Business Meetings.
- e. Records minutes of all District Executive Board and District Business Meetings, and prepares them for posting on the GLATA "Members Only" Section of the Website.
- f. Conducts the official correspondence of the District Association.
- g. Arranges and coordinates District Association conference calls.
- h. Attends all National District Secretaries' meetings.
- i. Annually signs and returns a "GLATA Disclosure Statement" to be kept on file with the President.
- j. The Secretary will provide a written report to the President for presentation to the GLATA Executive Board at all scheduled GLATA meetings. This report should detail current and future projects, progress and needed resources using the approved format and timelines.
- k. Verifies membership status as needed for the GLATA.
- l. Other duties as assigned by the President