

Secretary (Administrative Director) Position Description

Purpose: The Secretary is primarily responsible for recording minutes and maintaining organizational documents and records.

Time Commitment: 8-10 hours/month

Position Responsibilities:

- Organizes, maintains, and preserves ASDAH records including legal documents, board meeting minutes, and other organizational documents.
- Acts as “board expert” on ASDAH policies and procedures including but limited to the articles of incorporation, bylaws, conflict of interest, and other key operating procedures.
- Records detailed meeting minutes and distributes minutes to the leadership team.
- Coordinates leadership team meeting agenda.

Desired Qualifications:

- Experience with managing administrative tasks in virtual setting
- Ability to memorize and later recall pertinent information on an organizational level
- Experience organizing and maintaining digital records
- Good time management skills
- Strong interpersonal and communication skills
- Detail oriented