



Job Description

Job Description: Secretary
Effective Date: 2009
Approved by: APIC MN Board of Directors
Review/Revise Date: 12/2025

1. General Description

- Complete a conflict-of-interest statement at the time of appointment /election and update this document during the year if there are changes in status
- Update your contact information on the APIC MN Leadership Roster
- Representatives are asked to be clear in their communication if a statement made/position taken does not represent that of APIC MN but rather is a personal opinion
- Representatives are asked not to endorse a product or company on behalf of APIC MN, but may express an opinion or comment based on personal experience
- Review job description annually and update as needed
- Give a verbal report during chapter business meetings as needed
- Provide a verbal report at board meetings if requested
- Become familiar with APIC MN policies (see APIC MN website)

2. Specifics of Job

- A. Term of office: 2 years, serving as a voting member of the Board of Directors
- B. CIC certification required
- C. Attend and record minutes of the Board of Directors and the General Membership Business meetings.
 1. Retain a copy of all Board & Membership minutes/reports in an electronic format - an additional back-up copy is recommended.
 - Minutes must be kept for up to five years/at the discretion of the BOD.
 - All historical Board & Membership minutes, policies, organizational charts, rosters, etc. must be given to the incoming Secretary in an electronic format. Additional paper copies may also be provided.
 2. Send the minutes of the APIC Minnesota General Membership meetings to the Communications Director for publication by the following membership meeting, when needed.
 3. Send the draft Board minutes to Board members for review as soon as feasible after the Board meeting.
 4. Maintain the Board "Actions/Follow-up" assignments during each Board meeting and review the list at the end of each meeting.
 5. Maintain, within the minutes, a record of significant electronic discussion threads among Board members which occur between scheduled meetings. Keep a tally of any items for which the voting is done by email (i.e.,



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electronically). According to the Bylaws Article VII every director who is entitled to vote signs a written consent that clearly states the action being taken. The consent must then be included in the meeting minutes or filed with the corporate records to document the decision.

6. Contact a fellow Board member to take the minutes, if absent, from the Board and/or General Membership Business meetings. Notify the President in advance of the meeting of a planned absence.
- D. Upon request by the Board, supply any documents or reports to designated Committees.
- E. Sign certified copies and official acts of APIC MN and the Board as circumstances may require.
- F. Assist, as requested, with documentation/scribe work at the annual BOD Retreat.
- G. Seal and retain all paper ballots (if used) and a copy of the election results for at least 6 months or until there is no possibility of a recount.
- H. Maintain and update all APIC MN Policies and Procedures as directed by the Board. Upload updated and finalized policies/documents (Job Descriptions, Business Meeting slides, etc.) to the MN APIC website.
- I. Manage admin access in Star Chapter to add new admin users (set the default password and send the login email) or remove existing users (BOD members, Conference and Educational committees).
- J. Attend the APIC National Conference during the second year of term.
 - i. Attempts should be made to arrive prior to APIC business meetings (i.e. arrive Saturday night or early Sunday morning prior to the start of Chapter Leader).