

### **Secretary & Director of Operations**

- POSITION STATUS:** Officer
- TERM:** One Year
- ELECTION PROCESS:** The Secretary & Director of Operations will be elected at the Fall Membership Meeting each year by the voting members of MPA.
- FUNCTION:** The Secretary & Director of Operations will be responsible for taking minutes at official Association meetings and overseeing the daily operations of MPA through the management company. If the President, Vice President, and the NFPA Primary/Director of Positions and Issues are incapable of functioning, the Secretary & Director of Operations will assume the duties of the President.
- SPECIFIC RESPONSIBILITIES:** The Secretary & Director of Operations will assume the following responsibilities:
1. In the absence of the President, Vice President, and NFPA Primary, the Secretary will assume the duties of the President, including all responsibilities as reflected in the position description of the President.
  2. Attend and take minutes at all official Association meetings including, but not limited to, the Board Orientation, Goal Setting and Budget Meetings.
  3. Prepare an agenda and submit it to the members of the Board of Directors prior to regularly scheduled Board of Director meetings.
  4. Maintain and update the minute book.
  5. Prepare and file all corporate reports as required by statute after consultation with the President and the Board of Directors.
  6. Attend the national and regional meetings of NFPA as necessary
  7. Supervise all updates of the Policy and Procedures Manual.
  8. Respond to incoming correspondence either by routing to the appropriate person or replying within five (5) business days of receipt
  9. Monitor MPA's mailing lists and mailing label request forms and policies.

10. File Annual Business Renewal with State of Minnesota by December 31 of each year.

11. Other projects and responsibilities as assigned by the President.

**DIRECT RESPONSIBLE POSITIONS:**     • Historian

**RECOMMENDED QUALIFICATIONS:** The Secretary and Director of Operations should have excellent communication and leadership skills such that, in the event the President, Vice President, or NFPA Primary could not fulfill his or her role, the Secretary is able to step in and assume those duties. In addition, the Secretary shall possess the integrity and character necessary to assume the duties of President if called upon to do so. The Secretary & Director of Operations should have at least one (1) year of experience as an officer or committee chair and/or exhibit leadership skills and have good communication skills.