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| **Job Title:** | Secretary | **Member, Board of Directors:** | Yes |
| **Term of Office:** | Two years | **Member, Executive Committee:** | Yes |
| **Route to Office:** | Elected | **Voting Member of the Board:** | Yes |
| **Accountable To:** | President, UAND Board of Directors |

**Position Purpose**

* Document and organize the proceedings of the Utah Academy of Nutrition and Dietetics (UAND) and communicate this information effectively with the Executive Committee, Board of Directors and the UAND members.
* Facilitate a professional annual election for UAND officers.
* Complete strategic plan responsibilities and document in the Academy strategic plan database tool yearly.

**Priority Job Responsibilities**

This section outlines the most important duties of this position. These responsibilities must be performed in order to maintain reasonable functioning of the organization. The incumbent must find a replacement to fulfill the responsibility whenever she/he is unable to carry out the designated responsibility:

* Welcome and help transition new board members after elections by providing information packets regarding their positions and providing a calendar with mandatory meetings.
* Attend all official UAND board meetings.
* Take accurate minutes of each UAND quarterly board meeting and each UAND executive board meeting. Be prepared to let the President know when a full voting quorum is present or not present.
* Attend UAND Annual Meeting.

**General Job Responsibilities**

**Job Function – Business**

1. Send notification to board members at least 10 days prior to each quarterly board meeting and each executive committee meeting. Provide meeting information including date, time, location, call-in numbers/codes, assignments and any other pertinent information.
2. Attend orientation and quarterly board of director meetings. If unable to attend a meeting, must arrange for a substitute to take minutes.
3. Participate in monthly executive committee meeting. If unable to attend a meeting, must arrange for a substitute to take minutes.
4. Prepare minutes for board of director and executive committee meetings; distribute to members of the respective groups within two weeks of the next meeting.
5. Send approved minutes of all meetings to the Executive Director who will post on the UAND website for member access.
6. Prepare any consent agenda, requested by the President, for the Board of Directors meeting.
7. Meet with predecessor for overview of position. Plan year's activities and submit annual budget by first board meeting of the new fiscal year.
8. Submit all records to the Executive Director at the end of the year term.
9. Complete strategic plan responsibilities.

**Job Function – UAND Annual Elections**

1. Electronic ballot: Receive election results from Executive Director.
2. Paper ballot:
	1. Prepare and distribute the election ballots to all members in a timely manner with authenticity and anonymity maintained. This is only for those needing paper ballots since most voting is done electronically.
	2. Open ballots in the presence of one of the Presidents (President, President Elect, Past President). Communicate with the Executive Director to determine the final voting tally (electronic plus paper).
3. Notify all of the candidates on the ballot and the UAND President of the election outcome by mail.
4. Provide elected and appointed officers with an information binder related to their position including a calendar for the year.

**Job Qualifications**

**Minimum**

Must be:

1. A Registered Dietitian (RD) or Registered Dietitian Nutritionist (RDN) and member of the Academy of Nutrition and Dietetics (AND) and UAND.
2. An excellent communicator with customer service and organization skills.
3. An excellent leader, with public speaking skills.
4. Able to work independently with very little supervision, meeting deadlines and goals as required.

**Preferred**

1. Knowledge and previous experience with computers systems, such as word processing, and e-mail.

**General Physical Demands and Working Conditions of Job**

1. Must have the ability to record clearly and concisely; to prepare and distribute accurate minutes.