**Position:** Secretary

**Term:** Elected to a two-year term in odd-numbered years

**Key Accountabilities & Competencies:**

* Keep minutes of annual association meetings and forward them to the Board members for review and edits. Forward final minutes of annual meetings to the newsletter editor.
* Keep minutes at Board meetings and present to board members for review and edits.
* Present a hard copy of minutes from previous board meetings for review and approval.
* Prepare necessary mailings to members.
* Cooperate with President and Program Committee in keeping membership apprised of notices and Annual Conference.
* Secretary shall be required to serve on a committee, which will be determined by interests of the member and Association needs.

**Requirements:**

* Availability to meet with the Board of Directors semi-annually or as necessary.
* Availability to attend the annual KACE conference and summer event.
* Proficiency in MS Word.
* Strong written and verbal communication skills.