



## **OHVMA Board Member Position Description**

### **Position Title: Secretary**

*To promote the wellbeing of OHVMA through recruitment, retention, and succession planning. To advance the profession of healthcare volunteer administration through education, leadership, development, and networking.*

### **Scope:**

The Secretary shall record the minutes at the OHVMA Executive Board meetings, OHVMA Full Board meetings and OHVMA Annual meeting. The Secretary is also responsible for conducting the official correspondence of OHVMA.

### **Qualifications:**

- Active member of OHVMA.
- Employed as Healthcare Volunteer Management Professional with a minimum of 2 years of experience.
- Demonstrates the leadership skills necessary to fulfill the responsibilities of the office.

### **Responsibilities:**

- Recording meeting minutes for:
  - Executive Board Meetings
  - Full Board Meetings
  - Annual Meeting(s)
- Save documentation of all formal meetings to OHVMA's online platform.
- Be present and available to take minutes.
- Execute correspondence as directed by the Executive Board:
  - Congratulations, recognition, condolences, etc.
- Send out communication announcing the slate of candidates for Executive Board positions, at least 30 days prior to the Annual Meeting.
- Manage and maintain the Guiding Principles.
  - Act as parliamentarian at all meetings.
  - Review, update, and amend the Guiding Principles every two years with an appointed committee.
- Attend all Executive Board and Full Board Meetings.



**Term:**

- 2-year elected term.
  - Eligible to serve up to two consecutive terms in the same office or at the discretion of the Executive Board.