



## JOB DESCRIPTION

### **OAMR SECRETARY**

#### RESPONSIBILITIES

- A. Attend all Executive Board meetings and OAMR Annual Conference unless previously excused by the President.
- B. Represent OAMR at the Annual Conference as a member of the Executive Board.
- C. Keep the minutes of all meetings of the OAMR Executive Board and distribute draft copies to the Executive Board and Newsletter Chair as soon after the meeting as possible.
- D. Keep the minutes of the Annual Business Meeting.
- E. Keep the official copy of the current OAMR By-laws and ensure that the most current version is posted on the association website.
- F. Serve as the official OAMR Records Officer.
- G. Maintain a current list of the names and addresses of all officers and committee members.
- H. Work with the Membership Committee Chair to keep a record copy list of all active members of the Association as of the end of each fiscal year.
- I. Work with the Historical Preservation Chair to ensure that the history of the Association is kept current.
- J. Produce correspondence of OAMR, as necessary and as required by the President, including letters of invitation, confirmation, notification, and appreciation.
- K. Adhere to the OAMR Code of Ethics.

#### CALENDAR

##### **Annual Conference:**

- Keep the Annual Business Meeting minutes.
- Provide President with resolutions for
  - Banking Services (copy to Treasurer)
  - Appreciation to Conference Hotel
  - Appreciation to Conference Chair
- Collect Oaths of Office after installation ceremony

**Immediately after Annual Conference:**

- Send updated roster of OAMR Executive Board to
  - IIMC Headquarters
  - Region IX Directors
  - Region IX State Association Presidents
  - Northwest Clerks Institute Director
  - League of Oregon Cities
- Distribute draft of Annual Business Meeting minutes to Executive Board for review. After review, send to Newsletter Chair for fall newsletter
- Send copy of Banking Resolution to Treasurer

**First Executive Board Meeting of the year:**

- Distribute to Executive Board members a CD containing the following:
  - Current By-laws
  - Code of Ethics
  - Meeting Minutes Archives
  - Current Expense Policy
  - Retention Policy

**Annually:**

- Maintain and archive official copies of:
  - Policies
  - Oaths of Office
  - Resolutions
  - Minutes – Approved and Signed
  - Other documents as received from Committee Chairs as required in the Retention Policy

**QUALIFICATIONS**

- A. Must be an active member of OAMR in good standing.
- B. Must have actively participated on an OAMR committee for two years, within the past four years, prior to taking office.