

**National Association of Social Workers  
Oregon Chapter**

**Secretary**

**Term:** Two years

**Responsibilities:**

- Attend all meetings of the Board of Directors and Executive Committee and keep a record of the proceedings.
- Send letters of notification as required, including election results.
- Extract all policy decisions and administrative actions from the minutes of Board, Executive Committee and Chapter meetings and see that they are included in a chapter policy manual and distributed to those responsible for implementation.
- See that all non-fiscal records for the Chapter are kept in order.
- Participate in development of financial resources and fundraising necessary for sound Chapter operations and programs.
- Fulfill other duties as assigned by the President.

**Qualifications:**

- Membership in NASW Oregon.
- Available to fulfill the duties of the office.
- Interest in/evidence of active involvement and leadership in chapter activities.
- Possess adequate writing skills for minutes and other record keeping.
- Knowledge of and commitment to the mission of the Chapter.

**Time Commitment:**

- Attendance at Board meetings (5-6 per year), Executive Committee and officer meetings.
- Attendance at annual leadership retreat.