



PMI Atlanta Position Description

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| Position Title: Secretary | Term: 2 yrs |
| Department: Executive Board | Appointed By: Member Election |
| Reports To: Board and Members | Work Hrs Per Week: 6 |
| Number of Direct Reports*: 0 | |
| Last Reviewed by: | Revision Date: |

Position Overview

The Secretary is a member of the Executive Board and provides meeting minutes for the Ops Group. The main focus of this position to ensure that accurate and sufficient documentation exists to meet legal requirements and to enable authorized persons to determine when, how and by whom the Board's and Ops Group's business was conducted. Duties include, but are not limited to documenting, disseminating and maintaining Board and Ops Group meeting minutes, calendars and non-financial chapter records.

The Secretary is responsible to ensure the proper maintenance of and access to PMI Atlanta Chapter records, including the Policies Manual, Rules of the Board, Elections Process and Guidelines and the Chapter Operations Manual. The Secretary will establish a Business Continuity Committee to review the chapter's business processes, policies and guidelines to ensure the successful continuity of chapter operations and report to the PMI Atlanta Board at least annually.

Essential Job Functions

- Prepare and maintain chapter Board meeting minutes
- Prepare and maintain Ops Group meeting minutes
- Ensure non-financial chapter records are up to date and accessible
- Develop, communicate and monitor document control procedures
- Establish and monitor document retention rules and guidelines,
- Establish and manage a team to review and advise on Business Continuity for the Chapter,
- Prepare an annual plan for updating key Chapter manuals,
- Review annually and revise as needed chapter bylaws, polices and procedures for the purposes of records management
- Provide directions and guidance to chapter officers and staff regarding document processes and procedures
- Review status, deliverables and performance with chapter officers.
- Provide Records information for an annual report of the chapter's performance.
- Participate in regular meetings with the Chapter Board.

Other Job Functions

- Perform role as spokesperson for PMI Atlanta
- Adhere to PMI Atlanta policies, procedures and rules
- Turn over all permanent records to successor

Required Skills/Abilities

- Strong Document and Records Management skills
- Strong organizational skills
- Strong communications & public speaking skills
- Strong leadership skills

* This number reflects the total number of current volunteers reporting into this position. All board positions are expected to mentor and assist the volunteers working under their guidance and leadership. Positions below VP such as Directors and committees are formed as needed and the number is not required to stay fixed.



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- Conflict resolution skills

Other Skills/Abilities

- Experience with records management and business continuity processes
- Well versed in MS Office applications and MS SharePoint

Outcomes and Deliverables:

| # | Description | Frequency |
|---|--|---------------------------------|
| 1 | Board and Ops Group Meeting Minutes | Frequently per meeting schedule |
| 2 | Contribution to strategic plan | As necessary |
| 3 | Attend PMI Leadership meetings | Annual |
| 4 | Attend Chapter meetings | Monthly |
| 5 | Present Officer manual to new officers | Annual and as necessary |
| 6 | Update bylaws | As necessary |
| 7 | Update policies | As necessary |
| 8 | Update Chapter Operating Manual | As necessary |

NOTE: The above statements are intended to describe the general nature and level of work required for the position. This job description is not intended to be all-inclusive. Other related duties may be required to meet the ongoing needs of the organization.