



SECRETARY ROLE & RESPONSIBILITIES

Overview:

The Secretary serves as the clearinghouse for all communication/technology tools between the Roundtable Board, the local membership and the Roundtable Service Center. This Officer position is responsible for seeing that information is communicated efficiently and effectively within the roundtable via email, e-marketing tools, the local website and CSCMP's website; to include local board meetings, programs and tours. The Secretary also records and maintains Roundtable records, as well as submits minutes from each Board meeting and activity reports to the Roundtable Service Center. They are also relied on as a source of ideas, methods, and local promotions which will increase participation in roundtable events.

Supported By:

CSCMP Roundtable President
CSCMP Regional Advisor
CSCMP Technology Process Team
CSCMP Roundtable Coordinator
CSCMP Roundtable Service Center

Responsibilities:

- Record and maintain the minutes of each Roundtable Board meeting.
- Submit Roundtable Board meeting minutes to RTSC.
- Prepare, enter and publish event announcements to CSCMP's event management system (Drupal) and send meeting announcements to database.
- Manage technology accounts, such as Constant Contact, local website, LinkedIn Group, Facebook Group, etc...
- Complete Activity Report after each Roundtable event and submit to the RTSC.
- Supports event registration by printing registration roster & badges.
- Update Roundtable website.
- Coordinates with Vice President of Membership on database maintenance of local roundtable participants, member and guest.
- Liaison between Vice President Programs, Treasurer and President regarding Roundtable operations.
- Coordinates (with Technology Chair - if elected) to ensure speakers or tour hosts expectations are met (projector, microphones, slideshows, etc...).
- Manages event registration on day of event in collaboration with Treasurer and Vice President of Membership. (as well as additional chair positions if applicable).
- Maintains roundtable records.
- Understands CSCMP Policies and Procedures, ensures all officers signs annual Roundtable Policy document, submits document to RTSC on/before April 1.
- Submits "Election of Officers" results to RTSC on/before April 1.

- Forwards membership/corporate membership leads and volunteer request to the Vice President of Membership.
- Promotes CSCMP membership and member engagement activities.

Requirements:

Must be a CSCMP member in good standing

Must be willing to attend CSCMP events including the CSCMP Roundtable Leadership Forum

Must be willing to serve a two-year term beginning July 1, 2015