



JOB DESCRIPTION

POSITION TITLE: AMC Secretary/Treasurer

ACCOUNTABLE TO: AMC Board of Directors

TERM: Elected for a one year term; the Secretary/Treasurer may serve four (4) consecutive terms after which one term must elapse before the individual can serve again as Secretary/Treasurer.

In the event of vacancy in the position of Secretary/Treasurer, the President of the Association shall nominate a successor to fill the unexpired term, to be ratified by a majority vote of the Board of Directors.

EXAMPLES OF WORK

The Association Secretary/Treasurer shall be responsible for all Association funds and securities and shall direct to be kept, in books belonging to the Association, full and accurate accounts of all receipts and disbursements; and shall direct the deposit of all monies, securities and other valuable effects in the same manner in the name of the Association in such depositories as may be designated for that purpose by the Board.

The Secretary/Treasurer shall direct the disbursement of the funds of the Association as may be ordered by the Board, taking proper vouchers for such disbursements and shall render to the President and the Board at regular meetings and whenever requested by them, an account of all transactions and a report on the financial condition of the Association.

If required by the Board, the Secretary-Treasurer shall deliver to the President, and shall keep in force, a bond in form, amount and the surety or sureties satisfactory to the Board, conditioned on faithful performance of the duties of the office, and restoration of the Association in case of death, resignation, retirement or removal from office, of all books, papers, vouchers, money and property of whatever kind in the possession or control of the Secretary/Treasurer belonging to the Association.

The Secretary/Treasurer shall be a member of the Board of Directors, is expected to attend all meetings of the Board, and shall cause to be preserved in books of the Association true minutes of the proceedings of all meetings.

The Secretary/Treasurer shall serve on the Executive Committee and is expected to attend all meetings of the Executive Committee.

The Secretary/Treasurer shall serve on the Legislative Steering Committee and is expected to attend all meetings of the Legislative Steering Committee.

The Secretary/Treasurer is to be available to serve as a spokesperson for the Association.

The Secretary/Treasurer is expected to perform such other duties as from time to time may be assigned by the President or by the Board.