

## **Salem Area Historical Society Position Description**

**Title:** Salem Area Historical Society Secretary

**By-Law Duties:** The Secretary shall keep the minutes of meetings of the society, maintain a list of members and render all annual reports. The length of term is one year.

**Additional Duties:** Time involved is approximately 1 hour / month not including meeting times and special fundraising events. The following duties shall be performed or delegated by the Secretary:

- Attend Board of Directors Meetings (2-3 per year).
- Attend General Membership Meetings.
- Maintain the Secretarial Records of the Society

**Requirements:** Member of the Salem Area Historical Society for at least two years prior to the nomination.

**Desired Skills:** The following skills are desired in order to fulfill the duties of the Secretary:

- Proficient in email communication and word documents.
- Proficient in note taking and meeting minute recording
- Willingness to assume other duties that are assigned or are needed to promote the SAHS or projects