

ACHMM-NJ: Job Description

Title: Member, Secretary

Reports to: President and the Board of Trustees of the Corporation¹

Role: Is responsible for transmitting meeting notices, maintaining minutes of all meetings of the general membership and meetings of the Board of Trustees, and in charge of the corporate records. In addition, the Secretary is responsible for the maintenance of the website of the Corporation.

Term: 1 year, beginning Dec 2008 and ending Dec 2009.

TIME EXPECTATIONS:

- Attend regularly scheduled board meetings (6 per year), held on the 3rd Tuesday of every other month,
- Attend regularly scheduled general meetings/technical presentations (6 per year), held on the 3rd Tuesday of every other month,
- Participate actively in one or more committees of the board,
- Attend scheduled board retreats, planning meetings, workshops or other board development activities,
- Attend, support and participate in special organization events,
- Prepare and publish the meeting minutes for review and approval, and
- Continued maintenance of the website including emails to the membership.

OBLIGATIONS:

- Fully understand and support the mission of the organization,
- Abide by the By-Laws and Constitution of the Corporation,
- Avoid any conflicts of interest or appearance of a conflict,
- Attend all meetings to record the minutes, prepare minutes and publish,
- Establish policy and ensure that the Corporation meets all legal requirements,
- Develop and monitor short and long-range planning and goals,
- Represent the organization to the public and private sector; serve as an advocate for the organization,
- Bring personal/professional expertise and that of others to support the mission of the organization, and
- Abide by the duties of Care, Honesty and Loyalty.

I agree that if, at any time, I am unable to fulfill the commitments of a member of the Board of Trustees, I will give appropriate notice of resignation to the President of the Board.

Signature:

Roger Watson

Name:

Roger Watson

1/20/09

Date:

¹ New Jersey Chapter of The Academy of Certified Hazardous Materials Managers, Inc.