



SECRETARY

(2-YEAR TERM)

The Secretary shall keep records of all business sessions of ABM and of all board and executive committee meetings, with the assistance of ABM staff. They will further perform such duties as may be delegated by the President or the Board of Directors.

Skills/knowledge necessary to serve in this role include:

- Demonstrated success as a leader, preferably with a nonprofit in addition to professional setting
- Innovative thinker with the ability to focus on strategy
- Adaptable to changing environment
- Understanding or ability to understand the complexity of the Academy

Term: The Secretary serves a two-year term. The Secretary is eligible to serve a second term, but may serve no more than two (2) two-year terms.

Time Commitment: Attendance and planning of the ABM annual meeting, in-person Board meeting during the annual meeting, bi-monthly teleconference Board meetings (lasting approximately 90-120 minutes each), and bi-monthly Executive Committee meetings (lasting approximately 60-90 minutes each) in the months where there are no full Board meetings or calls.

Additional participation may include calls with other society committees, ad hoc assignments, interviews or travel on behalf of ABM, regular email correspondence and phone calls with the Executive Director and other staff members, and attending other meetings as needed.