



Fact Sheet for Elected Position: Secretary

| Purpose/Time Commitment | Responsibilities | Qualifications |
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| <p><u>Purpose:</u> Keep records of all ABM's business sessions and 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.</p> <p><u>Length of term:</u> 2 years</p> <p><u>Hours per month:</u> 1-4 hours per month</p> <p><u>Meetings per year:</u></p> <ul style="list-style-type: none"> • 1-in-person board meeting per year held at the ABM Annual International Conference and attendance at the annual membership meeting. • Up to five virtual Board meetings as needed throughout the year. Each meeting is scheduled for up to 120 minutes. • Up to six virtual Executive Committee meetings as needed throughout the year. Each meeting is scheduled for up to 120 minutes in the months when there is no full Board meeting. • Attend assigned committee meetings that may meet virtually on a bi-monthly basis. | <ul style="list-style-type: none"> • Facilitates minute-taking at the board, executive committee, and membership meetings • Reviews and distributes meeting minutes at the board, executive committee, and membership meetings | <ul style="list-style-type: none"> • Continuous member of ABM for the last five years • Must be a Physician level member in Category 1, 2, 3 or a Gold member • Demonstrated success as a leader, preferably with a nonprofit in addition to a professional setting • Innovative thinker with the ability to focus on strategy • Adaptable to changing environment • Strong collaboration/relationship-building skills • Understanding or ability to understand the complexity of the Academy |