



**PCMA Southeast Chapter
Board of Directors Position Description**

Position Title: *Secretary/ Treasurer*
Reports to: Chapter President

POSITION SUMMARY:

The Secretary/ Treasurer is responsible for the Chapter's financials management as well as the board meeting minutes reporting. **Member of the Executive Committee.**

Statement of Purpose: Management of Chapter's financials and minutes

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Board & Leadership

- Accordance with all bylaws and policies mandated by Chapter and PCMA National
- Attend and participate in monthly board meetings, which are conference call and in-person throughout the year
- Attend and participate in an annual board retreat (typically Thursday – Saturday)
- Accountability for tracking and execution of operational tasks relating to position
- Support initiatives and programs held by the chapter
- Management of Chapter's budget
- Create a succession plan and train successor toward end of term

Financials Management

- Reviews, approves and distributes meeting minutes of all Chapter and Board meetings
- Reviews all financial reports from contracted accounting firm, makes any necessary input/revisions and distributes to Board prior to Board meetings/calls and/or upon request
- Provides a detailed financial report to the membership at annual meeting
- Oversees tax preparation annually
- Drafts meeting minutes and sends to Secretary/Treasurer for approval and distribution
- Financial support services, as outlined in contract
- Provides support information to complete annual tax filing
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- Signature on checks. Approves and chapter disbursements.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledgeable of PCMA
- Ability to identify and analyze financial reports and make budgetary recommendations
- Ability to work in a fast-paced environment and meet deadlines
- Ability to work on own and delegate tasks
- An excellent, open, articulate, and personable communicator with diplomatic and persuasive communication skills
- Proficient in MS Office (Word, Excel, PowerPoint)

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:

- Ability to perform work utilizing a computer for extended periods of time
- Ability to sit for extended periods of time in performing work
- Ability to travel by air or ground transportation as required in performing the work and abilities as described to perform the job on a consistent basis.