

*Case Management Society of New England*  
2 Nashua Rd., Pelham, NH 03076 Tel. & Fax: 603-329-7481  
Email: [CMSNE@CMSNE.org](mailto:CMSNE@CMSNE.org) Website: [www.CMSNE.org](http://www.CMSNE.org)

**POSITION TITLE:** Secretary

**POSITION OVERVIEW:** The office of Secretary is an elected position. The Secretary is responsible for the proper recording of all proceedings of the Chapter.

**ROLE AND RESPONSIBILITIES:**

- Participates and is a voting member on the Executive Board, and records the minutes of the Executive Board meetings.
- Ensures the following:
  - accurate recording of all Chapter proceedings
  - proper mailing of notices to members
- Reports to the Executive Board and membership all relevant Chapter correspondence related to the Secretary's responsibilities.
- Delegates responsibilities when appropriate to the Executive Director and monitors completion of the assigned task.
- Records the proceedings of the Chapter meetings in the absence of the Executive Director.
- Serves as the Executive Board Liaison on the Newsletter Committee.
- Performs other duties as assigned by the President and Executive Board.
- If unable to perform the duties of the office, The Secretary will resign or be terminated from the position in accordance with Article VII, Officers, Section 6, Removal, of the chapter bylaws.

**BENEFITS OF ELECTED OFFICE:**

- Complimentary registration to Annual Conference
- Complimentary registration to Building Strategies Conference
- Invitation to Executive Board retreats, as sponsored/offered by CMSNE
- Based on program attendance and/or demand for Executive Board presence, complimentary registration may be extended for programs sponsored by the Chapter and/or Chapter Extensions. The Executive Board member agrees to actively greet participants, networks with participants and program sponsors, participates in registration activities and/or facilitates table discussions or other program components as assigned.
- Increased networking opportunities with Corporate and program sponsors and peers
- Development of communication, leadership and public relations skills

Please note: All benefits apply equally to Extension co-chairpersons. Complimentary registrations for programs sponsored by the Chapter or another Extension are subject to review and approval based on demand and attendance limitations as stated above. This may result in a pro-rated benefit.

Example: An Extension-sponsored program projects a low anticipated turnout for a program. This results in higher than normal risk for suffering a monetary loss in order to cover meeting expenses. Two Chairpersons from the same Extension (not the host Extension) request complimentary registration to attend the program. The host Extension Chair(s), in conjunction with the President, decides if one, both or neither of the requesting Extension Chairs are allowed complimentary registration.

For programs sponsored by the Chapter, decisions regarding complimentary registration are made by the President and Program Chairperson.