

**Association of Maternal and Child Health Programs**  
**Secretary, Board of Directors**  
**Roles and Responsibilities**

<b>Title</b>	Secretary, AMCHP Board of Directors
<b>Purpose</b>	Assure the recording of minutes of all meetings of the association and Board of Directors; notify members and directors of meetings and elections; and be responsible for records and correspondence of association. Support and foster AMCHP's mission to ensure the health and well-being of all women, children, youth and families, including those with special health care needs.
<b>Term</b>	Two years, eligible for one additional two-year term
<b>Eligibility</b>	Delegates are eligible for election to the Board of Directors. Officers must have served as a delegate for at least one year.
<b>Meetings</b>	Four in-person board meetings (two are held in conjunction with the AMCHP annual conference) and multiple conference calls per year
<b>Responsible to</b>	Board President

**Responsibilities of Board of Directors**

- Establish policies for administering the program and services in accordance with AMCHP's mission
- Employ and support the chief executive officer
- Ensure resources to support AMCHP's budget and programs and actively participate in fundraising
- Ensure the financial affairs of AMCHP are conducted on a responsible basis in accordance with established policies
- Represent AMCHP at conferences, on national and state advisory groups, before government agencies and with private individuals
- Annually review the performance of the board and take steps to improve its performance

**Specific Responsibilities of Secretary**

- Work with AMCHP staff to ensure lists are kept of members by category and all records and correspondence are handled accordingly
- Assure members are notified of meetings
- Assure officers, directors and members are notified of results of elections and board committee appointments not later than one month following the election or appointment
- Personally review staff minutes of the Board of Directors meetings and ensure minutes are distributed in timely manner
- Participate in meetings of Executive Committee

<b>Expense Support</b>	Travel expenses (except for the meetings held in conjunction with the annual conference) and AMCHP-sponsored conference calls are covered by AMCHP.
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