**WAEA Secretary Job Description:**

The WAEA Secretary is nominated by the nominating committee and elected by the general membership.

**Qualifications:**

1. An active membership in WAEA and NAEA
2. The necessary organizational skills to generate, track and archive WAEA documents and correspondence.
3. Some familiarity with the mission and organizational structure of the organization.
4. Good written communication skills.
5. The time and energy necessary to fulfill the duties and obligations of the position in a timely way.
6. A two year term of office, with the ability to continue in the position if desired, upon recommendation by the Executive Board.

**The Secretary Will:**

1. Attend all Board and general membership meetings and take minutes, or designate and alternate representative if unable to attend.
2. Distribute meeting minutes to the Board for approval, and the General membership via web posting and email.
3. Keep and archive records of committee reports and ESD Rep reports.
4. Keep pertinent records on file and available for the Board and government bodies, Association activities.
5. Generate and organize mailing to the general membership.
6. Chair the Communication Committee.