

# DIAA Position Descriptions



## Secretary

### Position Overview

The Secretary shall keep minutes of all the meetings of the Association and all the meetings of the executive board. The Secretary shall also maintain a file of the official correspondence of the Association.

### Responsibilities and Duties

- Takes and distributes notes for all board meetings and yearly association meeting
- Is available once per month to take notes at DIAA board meeting either in person or by phone
- Writes thank you notes for all gifts received by the association
- Composes and proofs official letters from DIAA including letters to landlord, state of Maine, contacts with donors

### Qualifications

- Active member of DIAA
- Is comfortable using computer
- Has access to WIFI