

## Job Description for NC DKG Executive Secretary

### I. Qualifications

- A. Is an active member in the Society and supports its purposes and mission.
- B. Has had leadership experience at the state and/or chapter levels.
- C. Maintains and utilizes a working knowledge of the Society governing documents.
- D. Demonstrates effective interpersonal, communication, and time management skills.
- E. Utilizes professional composition and computer skills, and keeps abreast of technological advances.
- F. Has skills in writing, editing, publishing, photography, design and layout.
- G. Has a working knowledge of spreadsheets, word documents, and presentation/meeting software (e.g. Google Apps, Excel, Word, Powerpoint, Zoom).
- H. Has the capability to scan and copy materials, upload, download, and transfer files electronically.

### II. Duties

- A. Works directly with the NC DKG Executive Committee (state officers) and other related personnel for all Society matters.
- B. Collaborates with other related personnel, committee chairs, and the Executive Board to ensure effective communication throughout the membership.
- C. Arranges details for all state Executive Board meetings, state convention, new officers training (in even years), and the NC DKG event at the International convention and conferences
- D. Formats the NC DKG Leadership and Standing Committee Directories annually.
- E. Organizes, maintains, and shares current email distribution lists of NC DKG officers, Society leaders, committee members, chapter presidents, regional directors, past presidents, and chapter representatives.
- F. Assists in the production, distribution, and compilation of all materials as directed by the Executive Committee (e.g. voting forms/results, time-sensitive correspondence, publications, etc.)
- G. Works in coordination with the Executive Committee, committee chairs, and chapter representatives to maintain current records, lists, reports and files (e.g. president reports, published members, NC DKG Awardees, etc.)
- H. Keeps chapter presidents, state leaders and chapter officers informed of NC DKG dates/deadlines, events and committee work.
- I. Maintains expense records and submits bills for reimbursement.

### III. Reporting

- A. Prepares and presents an annual report for the state convention, Executive Board meetings, and other times as requested by the Executive Board
- B. Presents information for new chapter officers during the New Leader Training in even-numbered years.

### IV. Serving

- A. Attends any Convention Planning meetings with or in lieu of President.
- B. Prepares and presents informational sessions as requested by the President
- C. Acts as a liaison between state and chapter officers, committee chairs, and regional directors providing continuity during each biennium and during leadership changes.
- D. Works in collaboration with planning teams to prepare for NC DKG meetings [convention(s), Executive Board meetings, etc.]
- E. Serves *ex officio* without vote on the NCDKG Executive Board, the Headquarters Committee and the Planning Committee; serves as a consultant to the Finance Committee and the Communications and Marketing Committee

- F. Assists the President in odd-numbered years with biennium transitions and in even-numbered years with new chapter leadership training.
- G. Makes arrangements for a North Carolina event at International conferences and conventions at the request of the President.
- H. Supports state committee chairmen, regional directors, other officers and local chapters as needed.

#### V. Responsibilities

- A. Monitors and reports to the president under-involved chapters (e.g. poor response rates, poor meeting attendance, late reports, etc.).
- B. Attends state, regional and International meetings, workshops, and other events regularly and an International Convention training session once in her tenure.
- C. Maintains all legal documents, contractual agreements and any related correspondence for an appropriate time period in accordance with the International retention schedule.
- D. Maintains a safe and secure place for official paraphernalia, records, all publications (electronic and print) and sale items from past conventions.
- E. Files an Emergency Plan with the Personnel Committee to allow retrieval of the Society property in the event of her death or inability to perform her duties.

*\*How-to-Guide for the Executive Secretary role is available.*

