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<b>POSITION TITLE:</b>	<b>SECRETARY</b>
<b>DEPARTMENT:</b>	<b>OFFICERS</b>
<b>REPORTS TO:</b>	<b>CHIEF EXECUTIVE OFFICER</b>

**General Purpose:**

The Atlanta Walk of Fame Secretary supports the Atlanta Walk of Fame Officers and plays a vital role as the communications hub and is responsible for ensuring that the non-profit runs within the laws and the terms of the governing document. To serve as the conscience of the organization, acting with integrity and good judgment. Be a staunch support to the CEO and assist other board members as directed.

**Duties and Responsibilities:**


To be an active conduit for communications between the Atlanta Walk of Fame Officers, Board and various committees as directed. Keeping meeting minutes, arranging schedules and the distribution of work materials, in a timely manner.

**Generate Proper Records:**

Maintain strong working knowledge of the organizations records and related materials and be able to provide resources to the board regarding related matters. This position ensures good policy and procedures when facilitating meetings and schedules and is careful to accurately document and secure all hard and soft copy records.

**Secure Documents and Media Materials:**

Record all minutes of meetings and maintain accurate hard, soft, audio and/or video copies that can be viewed by Board members, committee members or appropriate government entities request. Minutes of all Board and committee meetings should be kept in chronological order along with any reports or peripheral materials that are relevant. Most importantly, the secretary should be equipped to record accurate notes and be acutely sensitive to confidential information.

 770.739.0738

 [info@atlantawalkoffame.org](mailto:info@atlantawalkoffame.org)

 <https://atlantawalkoffame.org>

***Atlanta Walk of Fame, Inc.***  
**A 501 (c)(3) Non-Profit Organization**

 P.O. Box 756, Lithia Springs, GA 30122



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### **Know the Bylaws:**

The secretary must know the organizations' bylaws and schedule meetings in accordance with the rules set forth. Provide advance notifications to ensure the organization complies with all notice procedures to avoid opening the organization to challenge.

### **Meet Filing Deadlines and Legal Requirements:**

The secretary is also responsible for meeting legal requirements, such as annual filing deadlines. Keep an accurate calendar of filing deadlines, which may include a filing with the corporation's Secretary of State, the Attorney General, the state agencies.


The secretary will review and update documents as necessary and must ensure that our organization's nonprofit's exemption application and past three annual returns with the IRS are available for public inspection.

### **Additional Duties:**

The secretary position is flexible and may encompass duties not outlined here, however all requirements will be within the scope of the job description as the board continues to carefully consider how the secretary can best serve the organization.

### **Administrative Qualifications/Skills:**

- Administrative writing skills
- Reporting skills
- Supply management
- Scheduling
- Microsoft Office skills
- Professionalism, confidentiality, and organization
- Travel Planning
- Typing
- Verbal Communication

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