

The Adolescent & Young Adult Cancer Coalition | Secretary

Position Description

JOB SUMMARY:

The Adolescent & Young Adult Cancer Coalition (AYACC) Secretary oversees the administration, record keeping, and official communications of the organization.

TERM:

This position is an Officer position. The term of the Secretary is a three-year term.

RESPONSIBILITIES:

Ensure maintenance of accurate and clear records of the Coalition and Board actions, which may be recorded with the assistance of the recorder, who is a member of the AYACC staff. The Adolescent & Young Adult Cancer Coalition (AYACC) Secretary oversees the administration, record keeping, and official communications of the organization.

- Approve new members of the Coalition.
- Collaborate with the AYACC staff to ensure timely distribution of minutes
- Prepare official correspondence in coordination with AYACC staff, as directed by the Board.
- Respond to selected correspondence as determined by the President of the Board.
- Onboard new board members to provide an overview of the Coalition and the responsibilities of its board members.
- Serve as a member of the Executive Committee, for consideration of and decisions on matters as may be directed by the Board of Directors.