



Position Title	<i>Executive Secretary, AMHP New York/New Jersey Chapter</i>
Reports to	<i>President, AMHP New York/New Jersey Chapter</i>

Position Summary: The Executive Secretary is responsible for ensuring that accurate and sufficient documentation exists to meet Chapter needs, and legal requirements. This position plays a critical role in promoting communication through proper management and utilization of the Board’s strategic plan. The Executive Secretary acts as a custodian of the bylaws to facilitate board operations and may be designated as one of the signing officers for certain documents (correspondence, applications, reports, contracts or other documents on behalf of organization).

Duties and Responsibilities: The Executive Secretary will perform duties such as, but not limited to (including any other duties and responsibilities outlined in AMHP New York/New Jersey Chapter’s bylaws):

- Record and ensure accuracy of meeting minutes in a timely manner
- Submits various reports (e.g. Strategic Plan Goals, Annual Report, etc.)
- Works in partnership with the President, Directors or designated/assigned committees to make sure Chapter resolutions are carried out.
- Ensures Chapter’s strategic plan is being followed by tracking and reporting on its progress
- Ensures continuity and compliance of policies and practices, as well as accountability of Directors and brings discrepancies/issues of policies and practices to the attention of the Board
- Changes, updates and upkeep of the bylaws as entrusted by the Board, when appropriate and makes changes only with the permission of the Board
- Assists the President in conducting new Board member orientations
- Discuss and propose solutions to governmental issues confronting the chapter
- Build relationships with community stakeholders to advance AMHP’s mission and fundraising goals.
- Actively collaborate with individuals, partner organizations and stakeholders to advance mission and goals for AMHP.
- Works to make sure the Board has opportunities to reflect regularly on how well it is meeting its responsibilities to the chapter — in part by overseeing a board self-assessment every year.

Time Commitment:

- This position will require approximately 8-10 hours per month.
- Attend all Board meetings on a monthly basis, or as required. Board members are expected to attend at least 75% of all regularly scheduled meetings.

Desired Qualifications:

- A minimum of a Bachelor degree and 3-5 years of non-profit experience.
- Knowledge of the following is an asset: strategic planning, development of bylaws, previous administrative positions and/or secretarial positions within a non-profit.
- Ability to work independently and as a team player to productively engage with others.

- Strong organizational, leadership and time management skills with exceptional attention to detail.

Additional Expectations: While upholding the highest standards of fiscal oversight, resource development, and governance, AMHP Chapter board members are also expected to consistently deepen their knowledge and understanding about AMHP's work and act with the utmost integrity. Additional expectations include:

- Have the most up-to-date knowledge and understanding of AMHP's mission, goals, and activities.
- Maintain the confidentiality of all board deliberations.
- Accept board decisions, and speak outside of the board with one voice after a decision has been made.
- Be willing to use individual expertise as needed for specific research, communications, outreach, and development or operations gaps.
- Act on behalf of the chapter and its interests, putting aside personal concerns, affiliations, or constituencies.
- Speak on behalf of the chapter only when authorized to do so.
- Be aware of AMHP's conflict of interest policy and abide by it.