



### Position Identification

**Position Title: Secretary**  
**Elected/Appointed: Elected**  
**Effective Date: upon Annual Summit close**  
**Term Length: 2 Years**

### Responsibility of Individual Board Members

- Know the Association's Mission, Vision and Values
- Know the Association's By-Laws
- Participate in Board Meetings
- Participate in Planning sessions for Summit
- Leverage experience, other associations, networks, and resources to achieve association mission
- Assist with annual summit and activities
- Enhance Association's public image
- Assist with any other duties that enhance the Association's mission

### Position Description

The Secretary shall be responsible for keeping the official minutes of the Executive Committee meetings, the Annual Technology Summit, and other meetings of the Association and performs other duties as assigned by the President or the Executive Committee.

### Duties and Responsibilities

- Document all Board meeting discussions and decisions for annual summit planning and preparation that occurs during CTA Board conference calls (monthly, bi-weekly, weekly, or as needed); CTA Spring and Fall Board meetings (virtual or on-site); and post-summit CTA Board meeting (virtual or on-site)
- Prepare and provide Board members with Minutes from each meeting for review and input prior to the next scheduled Board meeting. Revise minutes as needed based on input from Board Members during review process and providing Board with corrected finalized minutes for approval/denial by Board
- Proofread and ensure accuracy of documents when requested by Board prior to publication or dissemination
- Review proposed business sponsor guide and provide input
- Review conference program and provide input as needed

### Additional Responsibilities

- Document and Track the vendor partner/sponsor spreadsheet for awards based on sponsor registration
- Order awards, trophies, etc and ship to summit location as needed
- Provide on-site assistance as needed at summit
- Provide input and vote on issues affecting the Association as a member of the CTA Executive Committee

### Member Qualifications

- Must be a corrections practitioner/regular Association member, as outlined in the By-Laws