

Officer: Secretary of the Board

This position is a two-year term and serves 2025–26. The Secretary may serve an unlimited number of terms.

Responsibilities

- Act as the recording and corresponding secretary of the Chapter
- Serves as the Board expert and interpreter of all governing documents
- Leads any efforts to amend bylaws and other governing documents and policies
- Serve on the AIA Atlanta Executive Committee, and attend all such meetings of the group

Accountability

- AIA Atlanta Executive Committee
- AIA Atlanta Board of Directors
- AIA Atlanta Membership
- AIA Atlanta Staff
- AIA National legal counsel

Specific Duties

- Maintain chapter records pertaining to all Board and Executive Committee activities
- Safeguard and keep in good order all chapter property
- Attend all meetings and record minutes (minutes may be delegated out)
- Act as parliamentarian for the Board Meeting and Membership
- Manage and lead process for any amendments or revisions to the chapter's governing documents

Working Relationship With

- AIA Atlanta Board of Directors
- AIA Atlanta Executive Committee
- AIA Atlanta Staff
- AIA National legal counsel

Skills/Knowledge Needed

- Good interpersonal and communication skills, verbal and written
- Ability to handle deadlines
- Excellent organizational skills
- Willingness to achieve a deep understanding of the chapter's governing documents and organizational procedures