**Oregon Library Association**

**Secretary (One year position)**

**Powers & Duties**

* Maintains an active membership in the Oregon Library Association.
* Performs such duties as are implied by the title and as are detailed in the OLA Bylaws.
* Serves as a voting member of the Executive Board.
* Keeps accurate and detailed minutes and record of attendance for OLA Executive Board meetings and the OLA annual retreat, and provides them to the OLA Association Manager for posting.
* Takes minutes of OLA annual business meeting and provides them to the OLA Association Manager for posting.
* Prepares files at the end of his /her term of office and sends notebook including minutes and board packet to the OLA archives.
* Assures a smooth transition by working closely with the next Secretary.

**Time commitment (averaged over term): 5 hours a month.**

*Document revised 1/13/15 by OLA Nominating Chair Penny Hummel.*