



**Port Angeles Association of REALTORS®**

PO BOX 748

Port Angeles, WA 98362

(360) 452-7441

NATIONAL ASSOCIATION OF REALTORS®

Board Secretary

Job Description

SECRETARY: The Secretary position is a voting member of the Board of Directors.

Responsibilities:

\*Attends and takes notes of all of the Board of Director and Executive Committee meetings.

\*Attends and takes notes of all of the monthly General Membership meetings.

\*Write up and submit minutes to the Board President in a timely fashion.

Distribute minutes to the Board members and Association Executive following President's review.

Carries out other general responsibilities as officers and Board of Directors may specify.

Promotes, enhances and represents the real estate industry and the Port Angeles Association of Realtors with the highest professional and ethical standards in accordance with the National Association of realtors Code of Ethics and Standards of Practice to the community at large.

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