

# Job Description

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## Secretary/Treasurer

1. Keep a correct record of all proceeding of the meetings of the House of Delegates.
2. Serve as a member of the Executive Committee and attend scheduled meeting of the Executive Committee.
3. In the event of resignation, death or removal of the President, the 1<sup>st</sup> Vice President, and Second Vice President shall fill the unexpired term of the President.
4. He/she shall be available for the Annual Foot and Ankle Scientific Seminar to assist the facilitation of the meeting on site.
5. He/she shall attend regular and special scheduled meetings of the Board of Trustees as well as conduct the Credentialing process and roll call at the annual OHFAMA House of Delegates.
6. He/she shall participate in leadership orientation.
7. He/she shall review the accounts of the Association on a timely basis, review the status of the financial integrity of the retirement plan and report to the Board of Trustees.
8. Assist in an annual budget proposal at least 60 days prior to the fiscal year.
9. He/she shall serve on the Finance and Budget Committee of the Association.

November, 2014