

WISCONSIN ALPHA PACK BOARD POSITION DESCRIPTION

POSITION TITLE: SECRETARY (4 year term)

OVERVIEW: The Secretary shall perform such functions and duties as may be specified by the Board and the Bylaws. The Secretary shall be responsible for taking the meeting minutes during Board Meetings. The Secretary will hold the power to sign documentation in need of witness.

DESCRIPTION OF RESPONSIBILITIES:

Attend five meetings per year. Attend two BOD meetings per year. Confer with staff to finalize meeting Agendas, if needed. Review actions and/or vote on motions. Review meeting minutes with staff. Assist with submissions to the Board of Directors.

ELIGIBILITY:

Must be a Wisconsin resident of at least 5 years;

Must be a member in our files and in good standing;

If employed by a pharmaceutical industry serving the Alpha-1 community:

- a. Must be an Alpha-1 patient
- b. Must disclose their position with the pharmaceutical industry in their biography during the election process;
- b. Must sign a "Nondisclosure Agreement" if elected to a BOD position;
- c. Must disclose their position to the membership, if hired while currently holding a position on the BOD.

QUALIFICATIONS AND SKILLS:

Familiarity with Alpha-1 Antitrypsin Deficiency;

A general understanding of the President's role and procedures;

Working knowledge of the Alpha Pack and its mission, structure, goals, needs, and direction;

Ability to work in a team environment;

Willing to be transparent in a digital community with a conscience of boundaries;

Leadership skills;

Excellent verbal communication skills;

Excellent written communication skills;

Ability to meet deadlines;

Ability to respond to communication in a timely fashion;

High degree of personal integrity;

Have sound judgment;

Be a consensus builder;

Ability to set priorities;

Prior volunteer experience, helpful.

ESTIMATED TIME REQUIREMENTS:

Item	Estimated Time Required
BOD Meetings	1 – 2 hours at each
Group Meetings	3 – 4 hours per meeting, two meetings per year
Travel	1 day per meeting
Conference Calls (as required)	1 – 2 hours per call

REIMBURSED EXPENSES:

Standard nonprofit rate for travel expenses @14 cents/mile can be donated annually if personal vehicle is used.

STAFF CONTACT:

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