

# NAMSS

## Volunteer Job Description

---

<b>Position Title:</b>	<b>Secretary-Treasurer</b>
<b>Relationships:</b>	
Reports To:	President
Staff Support:	Executive Director
Internal Contacts:	Board Members, Committees, NAMSS staff, NAMSS Membership
External Contacts:	General Public, Industry Partners
<b>Length of Commitment:</b>	Term of office is one (1) year (January - December)
<b>Time Involvement:</b>	Approximately 20 hours monthly/ 2 on site meetings per year /5-8 Board conference calls per year/8-12 Executive Committee calls per year/5 – 6 Audit & Finance Committee calls per year

### **Key Responsibilities**

#### ***As a NAMSS Officer:***

1. Serve as a voting member of the Executive Committee and Board.
2. Attend Board and other meetings to include the following:
  - a. Virtual Board Orientation (Jan/Feb)
  - b. Spring Board meeting (April/May, in-person in Washington, DC)
  - c. Fall Board meeting (held in-person in conjunction with the Educational Conference and Exhibition)
  - d. Quarterly virtual Board meetings (and additional meetings as needed)
  - e. Monthly Executive Committee virtual meetings
  - f. Audit & Finance virtual meetings
  - g. Virtual State Leadership Conference (late February)
  - h. NAMSS Annual Educational Conference and Exhibition (Sept/Oct)
3. Serve as a role model and as an advocate
  - a. for NAMSS by being knowledgeable about and supporting the mission, strategic plan, and programs of the organization.
  - b. for the membership at large.
4. Assist the NAMSS Board in:
  - a. developing and executing annual and strategic plans.
  - b. carrying out its legal and fiduciary responsibilities, as needed.
  - c. oversight of the association management functions.
  - d. Initiating formal and effective transition of office to incoming officer at the end of term.
  - e. identifying new members or potential volunteers for NAMSS who can help further the mission
  - f. representing NAMSS as appropriate, e.g. serve as a speaker as assigned.
5. Support and promote decisions made by the NAMSS Board.
  - a. Review and approve slate of nominees nomination for Officers and Members of the NAMSS Board based on recommendation by the Leadership Selection Committee.
6. Participate in a self-assessment and evaluation of the overall performance of the NAMSS Board on an annual basis.
7. Prepare in advance for decision-making and policy formation at Board meetings; take responsibility for self-education on the major issues before the Board.

**NAMSS VOLUNTEER JOB DESCRIPTION  
SECRETARY-TREASURER**

8. Responsibly review and act upon committee recommendations brought to the Board for action.
9. Participate in quality assessment and evaluation of the overall performance of the association management firm.
10. Uphold fiduciary duty to act in the best interest of NAMSS by putting the interests of NAMSS above personal interests.
11. Agree to the Essential Requirements of Serving as a Volunteer Leader, as set forth in the Volunteer Leader Agreement:
  - a. Confidentiality of Sensitive Information;
  - b. Conflicts of Interest (Disclosure and Management);
  - c. Competition Against NAMSS' Programs, Products, or Mission, or Other Inappropriate Personal Gain; and
  - d. Consequences of Violating Agreement.

***As Secretary-Treasurer:***

1. Oversee maintenance of meeting minutes with NAMSS staff and assure the national office maintains all approved copies of the minutes and all attachments or necessary supporting documentation; includes review of draft minutes prior to Board distribution.
2. Oversee the Association's financial resources and ensure compliance with the Board's financial policies, the Mission and Vision statement, and the Strategic Plan.
3. Present regular financial reports to the Board of Directors, including quarterly forecasts and year-end performance.
4. Review monthly financial dashboard. Develop and present an annual budget for the Association in conjunction with the Executive Committee, the NAMSS Committee Chairs, the Audit & Finance Committee and the Executive Director.
5. Oversee the investment program of the monetary assets of the Association and ensure that adequate internal controls are in place to prevent the misappropriation of funds and to ensure the organization's continued viability.
6. Serve as Chair of the Audit & Finance Committee

***Eligibility:***

1. Active NAMSS member in good standing for at least five years.
2. NAMSS Dual Certification is required with any two of the following: CPMSM, CPCS, or CPES, beginning January 2026. Must have previous experience as a NAMSS Committee Chair or Vice Chair or NAMSS Board member.
3. Proven track record evidenced through input / recommendations from two (2) peers, who are members of NAMSS, and employer that address the following:
  - a. Professional character and ethics.
  - b. Responsibility through commitment to and completion of assignments.
  - c. Openness to other's viewpoints.
  - d. Responsiveness.
  - e. Ability to lead and cultivate other's skills.
  - f. Good written and verbal communication skills.
  - g. Ability to work well with others.
4. Must sign and adhere to the NAMSS Volunteer Leader Agreement and Conflict of Interest Disclosure Form

***Additional Requirements:***

1. Support from employer if applicable.
2. Commitment to advance the mission of NAMSS.

NAMSS VOLUNTEER JOB DESCRIPTION  
SECRETARY-TREASURER

3. Commitment to full preparation in advance of board meetings for decision making and policy formation, and self-education on major issues before the board.
4. Ability to make the necessary time commitment.

**Training:**

- Board Orientation
- Leadership training as appropriate
- Finance Orientation
- Specific task orientation related to Association documents (bylaws, policies & procedures, etc.)

Amended Date	Board Approval Date
	10/10/2008
1/14/2011	1/21/2011
3/16/2015	3/16/2015
3/11/2025	3/20/2025