



*Providing Resources & Creating Community
to Support and Advance Professional Coaches*

Position: Secretary (Nominating Committee Member)

Revision Date: 6/30/2021

Approximate Time Each Month: 2 - 3 hours

Position Overview: The Secretary shall:

- Maintain official minutes and records of the proceedings of the Board of Directors and the Chapter; Board meetings are recorded and saved in our Google drive;
- Perform other duties and have such authority as shall from time to time be assigned by the President or Board of Directors;
- Collaborate with the Past-President on the nominating process and activities.

Desired Attributes:

- Be a member in good standing of ICF New Mexico and ICF Global.
- Uphold the ICF New Mexico Chapter Leadership Norms.
- Reflect the spirit, training, credentials and integrity of the coaching profession as described in the ICF Code of Ethics.

Position Description:

- Attend monthly leadership team (LT) meetings and other related meetings (e.g., strategic planning) as necessary.
- Record and distribute action items, and when needed paper minutes of the monthly LT meetings.
- Support the LT, Qualified Members (QMs) and Associates in accessing and using chapter communications systems and processes.
- Support annual Chapter board elections in accordance with the Chapter Bylaws.
- Participate in succession planning for Board Officers and members of the Leadership Team to include recruiting and onboarding.
- Lead the process of succession planning for all committee chairs and officers to include recruiting and onboarding.

Term: One year with a renewal option(s); we encourage continuity in this position.