

**Hartford Society of Financial Analysts  
Job Description**

*Secretary*

**General Purpose:**

- The Vice President and Secretary prepares and maintains custody of the formal minutes of all Board meetings.
- The Secretary notifies the members and Board, as needed, of action and votes required in accordance with the Bylaws;
- The Secretary complies with all requests for information from CFA Institute;
- The Secretary ensures that the books, reports, statements, certificates and all other documents and records of the Society are properly kept and filed as required by law.
- The Secretary keeps copies of the Articles of Incorporation of the Society and the Bylaws, as amended, readily available.
- The Secretary, in general, performs all duties incident to the office of Secretary and other duties assigned by the Board or by the President.

**Major Functions:**

- Contributes to the development of the Society's annual strategic plan
- Maintains the bylaws and governing principles of the Society
- Reviews financial situation of the Society
- Authorizes payments as signing officer for the Society
- Signing officer for Society
- Provides stewardship and guidance to chaired positions
- Participates in the Society's Board meetings
- Attends national and international annual CFA Institute organized conferences
- Attends Society organized luncheons, dinners and events

**Time Commitment:**

- Total time commitment 10 - 15 hours per month

**Key events and Dates:**

<b>Key events</b>	<b>Date</b>	<b>Details</b>