

Washington Association for Marriage and Family Therapy
Secretary

Requirements: Be a current Clinical Fellow of WAMFT.

Term: Three years, beginning in Jan. after the election by WAMFT membership.

Attendance Responsibilities:

- Board of Directors monthly meetings (meetings scheduled for alternate Sundays and Fridays)
- Executive Committee meetings
- Annual Conference
- Mentor Day (May)
- Holiday Party & Awards Reception (December)
- Networking and educational events, lobbying efforts, fundraising activities, etc. (as needed)

Board Meeting Responsibilities:

- Participate in full Board of Directors meetings as a voting member, representing interests of members within their community and membership as a whole.
- Display accountability toward visioning for the association, including participating in strategic planning, budget planning, activity assessment, etc.
- Take Minutes of all Board of Directors meetings and distribute meeting minutes to the board.
- Call special meetings of the Board of Directors if requested by at least three Board members.
- Receive and record requests by WAMFT members to participate in Board of Directors meetings.
- Serve as Board Liaison.
Duties include:
 1. Serve as a connection between the Board members and the EC.
 2. Coordinate with EC members to contact Board member/committee chairs in advance of the upcoming board meetings to help draft agenda, coordinate materials to distribute to board, etc.

Committee Responsibilities:

- Provide “executive” support as needed. This could include anything from attending a meeting to explain association activities or attending a meeting with outside organizations.
- Participate in association task forces or subcommittees.
- If needed, submit activity funding needs to the Treasurer for the upcoming year.
- Coordinate with the Elections Committee to provide updated board descriptions, etc.