

MABAS (Mutual Aid Box Alarm System)-Illinois

Elected MABAS Committee / Executive Board Position Description		
Position Title: Secretary	*Effective Date: 2/24/2016	Revised:
Position Term: 3 years (See Footnote) (See MABAS-IL Bylaws as adopted 2/24/16)		
Footnote: Per MABAS Bylaws dated 2/24/16, the Secretary position, Article V, the Secretary position will share election cycles with the 1 st Vice President. Accordingly, the 2017 election for Secretary will represent an initial two year term (2017 – 2019). In 2019 normal three year term election cycle for 1 st Vice President and Secretary positions will occur in accordance with MABAS Bylaws adopted 2/24/16.		

Duties and Responsibilities:

- Recorder and holder of all meeting minutes involving the elected MABAS Committee and Executive Board for MABAS-Illinois.
- Attends Executive Board meetings.
- In coordination with President, publishes and releases Executive Board Draft Agendas and Minutes.
- Provides guidance and position opinions to remainder of MABAS Elected Committee Members regarding MABAS policy matters.
- Supports compliance with Open Meetings Act and Freedom of Information requirements.
- Has signature authority on MABAS checks.
- Speaks on matters of MABAS-IL Board policy but does not involve themselves in matters of MABAS day-to-day operational and office management matters.
- Takes direction and assignments as directed by MABAS President.
- Comply and govern in accordance with spirit and intent of MABAS-IL Bylaws in effect.