

# MABAS (Mutual Aid Box Alarm System)-Illinois

Elected MABAS Committee / Executive Board Position Description		
<b>Position Title:</b> Secretary	<b>*Effective Date:</b> 2/24/2016	<b>Revised:</b>
<b>Position Term:</b> 3 years (See MABAS-IL Bylaws as adopted 10/16/19)		

## **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.