



# INTERNATIONAL CLARINET ASSOCIATION

## ICA Secretary Job Description

### Qualifications:

1. Working knowledge of word processing computer program
2. Previous secretarial experience is desirable
3. Possess strong organizational skills
4. Meet deadlines
5. Enjoy working with people

### Responsibilities:

1. Attend all ICA Board meetings as full-voting participant
2. Attend ICA Business meeting at ICA ClarinetFest®
3. Attend all ICA State Chair meetings
4. Participate in Board discussions (live, internet, and via email) in order to provide information and direction
5. Present Secretary oral report at ICA Business meeting at ClarinetFest®
6. Write minutes for ICA Board meetings and distribute to Board
7. Write minutes for ICA Business meeting and distribute to Board
8. Write minutes for ICA State Chair meetings and send to State Chair Coordinator for distribution
9. Prepare annual ICA Business meeting report for publication *The Clarinet* (September 1 Deadline)
10. Update page 3 of *The Clarinet* on a quarterly basis
11. Receive and process nominations for ICA honorary members
12. Track nominations for ICA Legends
13. Report nominations to the Board at ICA Board meetings
14. Answer mail directed to ICA Secretary
15. Maintain confidentiality
16. Participate in furthering ICA's objectives
17. Maintain files (Google Drive) to pass on to next Secretary
18. Perform other duties as requested by the President
19. Serve as ex-officio member of special and standing committees (except the nominating committee), as assigned by the President, to ensure that all committees have an ex-officio member present
20. Maintain a list of names of those who passed in the clarinet community throughout the year for the President's use during ClarinetFest®
21. Promptly respond to ICA Board emails within 48 hours