



Board Position Description:
SECRETARY

Responsibilities:

BOARD MEETING SUPPORT

- MONTHLY:
 - Capture board meeting minutes
 - Participate on committees as required

Position Term

2 years

If you enjoy using the following skills, this role may be for you:

- Note Taking: Capturing the essence of conversations in the meeting minutes
- Time Management
- Organizational Skills
- Communication

ACSNI Mission

The Alumni Career Services Network (ACSNI) supports and enhances the development of alumni career services practitioners by providing meaningful opportunities for professional growth and networking while demonstrating the value of alumni career services to key stakeholders.

ACSNI Vision

ACSNI will become the premiere global thought leader in our field by promoting best practices and the value proposition of alumni career services. ACSNI will cultivate strong relationships with corporate partners, colleges and universities and other key influencers to advance our profession and the delivery of services to alumni.