

SUBJECT: JOB DESCRIPTION – SECRETARY

EFFECTIVE DATE: 8/2007

DATES REVIEWED: 2011

DATES REVISED: 7/2016

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### **OVERALL GOAL**

The Secretary is the official recorder of the Board of Directors.

### **ACCOUNTABILITY**

The Secretary reports to the Board of Directors.

### **OBLIGATIONS**

- Accurate record-keeping of the minutes and motion log;
- Functions as the Chair of the Bylaws and Judicial Committee in absence of an appointed chair;
- Maintain and in conjunction with the Executive Office, a book/e-book of minutes of all meetings of the Society and of the Board of Directors with the date, time, and place held, whether special or regular, and if special, how authorized and notice thereof and the names of those present at the meetings of the Board of Directors and the proceedings thereof, the names of those present at the Annual Meeting and the proceedings thereof;
- Provide and in conjunction with the Executive Office, notice of all regular or special meetings, all meetings of the Board of Directors, and the Annual Meeting.
- Handle, or in conjunction with the Executive Office, the various correspondence that may be required for the transaction of the business of the Society;

### **DUTIES**

- Accurate record-keeping of the minutes and motion log in board approved format;
- Distribute the minutes of the Board of Directors meeting within two weeks of meeting date;
- Update procedure manual with approved motions as needed;
- Attest the signatures of all officers of the Society.

### **ESTIMATED TIME COMMITMENT**

- Estimated time commitment: 2-4 hours/week;
- Small amount of in-state travel including overnight stays of up to 3 days at a time;
- Busiest time period: Workload is consistent throughout the year.

### **MINIMUM POSITION REQUIREMENTS**

- Meets requirement of Board of Directors Member
- Qualifications: Well versed in CSRC Operations, Robert's Rules of Order, Professionalism & Professional Communication, Etiquette, and Professional Ethics.
- Experience: CSRC Board of Directors, possess the ability to record and transcribe documents using electronic means.

### **METRICS**

- Clear, concise minute
- Motion log current and accurate
- Minutes distributed according to timeline