

## **SECRETARY JOB DESCRIPTION**

### **OVERVIEW**

The Secretary is an Officer, a member of the Board of Directors, and the official Record Keeper of the Association. The Secretary is elected by the membership in odd-numbered years and serves a two-year term. The Secretary must know and understand NAEA's core values, strategic plans, Bylaws, policies and procedures.

### **RESPONSIBILITIES:**

- The Secretary is a voting member of the Executive Committee.
- The Secretary is a voting member of the Bylaws and Governance Committee.
- As an Officer, the Secretary has the same fiduciary and legal responsibilities as a Director.
- In consultation with the EVP and Treasurer, the Secretary ensures that NAEA's incorporation and nonprofit status is maintained through the filing of required informational reports.
- The Secretary keeps a copy of all contracts involving NAEA with outside organizations and a copy of the EVP employment contract.
- The Secretary manages the minutes of the Board of Directors meetings and the Annual Member meetings. Ordinarily, draft minutes must be distributed to the Board and posted on the website within 30 days of the Board meeting.
- The Secretary, or designee, issues a meeting notice of the Annual Meeting.
- The Secretary has the following responsibilities for each Board or Annual Members meeting: (a) verifies a quorum is present (calls roll at the Board meeting), (b) ensures motion forms are printed legibly and give to the Chair at the appropriate time (c) assist the Chair in identifying individuals to be recognized, and (d) maintain the motion forms to assist in the writing of the minutes.
- The Secretary evaluates signatures of Members calling for a Special Meeting.
- The Secretary issues the official call and prepares an agenda for a Special Meeting called by the Membership.
- The Secretary certifies the results of a Membership vote on Bylaws amendments.