

BOARD OF TRUSTEES SECRETARY (VOLUNTEER)

Reports to: President, Board of Trustees

Supervisory Function: None

Purpose: The Secretary is an Officer of the Board of Trustees (BOT). The Secretary also serves on the Executive Committee as an ex-officio, non-voting member. The Secretary shall keep the minutes of all meetings of the Assembly and of the Trustees, shall be responsible for the custody of all current records of the Assembly up to two years after which the originals shall be deposited with the Archivist. The Secretary shall issue the call for the Annual Meeting to the membership, not less than 21 days before such meeting, and include in the call specific mention of any unusual items of business or proposed amendments to the bylaws expected to come before the meeting.

Skill and Knowledge Requirements:

- Bachelor's degree and 5 years+ business or organizational experience preferred
- Excellent computer skills and experience with Microsoft Office suite
- Excellent written and verbal communication skills

Essential Functions:

- Manage the administrative efforts of Board of Trustees to ensure appropriate support. Prepare meeting materials for all BOT and Assembly Meetings (Annual & Special).
- Notify membership of upcoming Annual Meetings by email, website posting, and Assembly News. Post the minutes of the past year's Annual Meeting in two places: hard copy in CSA Office, digital copy on CSA website
- Find a reader for the Enabling Act Motion at the Annual Meeting
- Maintain Leadership Manual as required when new policies, rules and processes are approved and implemented.
- Make all arrangements for the November BOT meeting, communicate these to all Trustees, Managing Director, Office Manager, and committee chairs
- Ensure that the published Bylaws (on the website) are up to date
- Maintain a Leadership Roster
- Assist the Office Manager/Winter Agent and Managing Director in editing the "galley" copies of the Assembly News.
- Archive all reports and minutes for the Archivist. Minutes are labeled DRAFT until they are approved at the next regular meeting. A hard copy of all reports and minutes are filed by year. The Secretary keeps possession of two years' worth of files, giving the third year to the Archivist each summer.