



## **SECRETARY**

### **Based on the NEAIR By-Laws:**

The Secretary shall be responsible for the minutes of the Steering Committee and of the Annual and any Special Business Meetings. The Secretary, or appropriate designee, shall maintain an historical record of the activities of the Association.

### **Roles & Responsibilities:**

- Be familiar with the NEAIR By-Laws, as well as the NEAIR Policies and Procedures, and refer officers and committee chairs to these documents for guidance relative to mandates and items set forth in By-Laws and the Policies and Procedures documents.
- Attend regular NEAIR Officer meetings.
- Collaborate with NEAIR leadership on issues related to policy review, maintenance, and implementation.
- Provide detailed minutes of Steering Committee meetings and the Annual Business Meeting, distribute drafts in a timely fashion for corrections/revisions and provide final versions for Steering Committee approval.
- Coordinate and track collection of the Whistleblower, Confidentiality, and Conflict of Interest forms. Send reminders to those who have not completed the forms until all Steering Committee and standing committee members have completed the appropriate forms.
- Send reminders to committee chairs to review and update the Policies and Procedures document as changes are made and approved during Steering Committee meetings. Review changes with the managing director for consistency and completeness.
- Send reminders to the Steering Committee of outstanding action items, especially the items discussed during the previous meeting. Highlight key topics, such as action items and motions, in the minutes.
- Work with the other members of the Steering Committee in representing the membership in discussions and decisions as they relate to policy, issues with budgetary implications, and Distinguished Service Award recipients as well as provide guidance for conference planning and professional development activities.

### **Skills & Qualities Important for the Role:**

- Must be a NEAIR member in good standing for at least one (1) year and be a current NEAIR member by the start of the nominated term.
- Knowledge of Robert's Rules of Order.
- Good listening skills as well as the ability to consider a variety of viewpoints.

- Good writing skills.
- Discernment synthesizing discussion for meeting minutes.
- Excellent attention to detail.
- Able to work in a team environment.
- A willingness to compromise when appropriate.
- Commitment to engaging in Steering Committee discussions and making sound decisions for the good of the organization.
- Able to follow through on assigned tasks in a timely manner.

#### **Typical Time Commitment:**

- Attendance at virtual and in-person Steering Committee meetings. (Currently, most meetings are virtual.) There are several throughout the year (about quarterly), with virtual meetings lasting about 3 hours and in-person meetings lasting about 6 hours.
  - Expenses for travel (transportation, hotel, meals) to any in-person meetings are reimbursed by NEAIR when appropriate documentation is provided on the NEAIR reimbursement form. Most members arrive the night before a meeting and leave immediately after the meeting ends the next day.
- Prior to each Steering Committee meeting, review designated materials such as committee reports, minutes from the previous meeting, treasurer's report, proposals for consideration, etc. (1–2 hours).
- Steering Committee work requires virtual meetings, email discussions, and possibly phone calls. (varies)
- Writing the first draft of meeting minutes may take anywhere from four to six hours; less time needed to follow up with the Steering Committee and to incorporate their edits

#### **Past Secretaries Say...**

##### **Best parts:**

- "Getting to know and learn from a variety of colleagues who are also serving NEAIR"
- "Engaging and collaborating with colleagues in the governance of NEAIR"
- "Contributing to the decisions that support the activities and set the direction of NEAIR (professional development opportunities, annual conference, budgetary decisions, etc.)"

##### **Challenges:**

- "It can be challenging at times to record the salient points of a discussion when you also want to have your voice heard on a particular issue."
- "In the minutes, strive for a balance between high level important points versus including everything you captured."
- "Working with busy people with many different viewpoints and personalities."
- "Having self-discipline to finalize the meeting minutes soon after the Steering Committee meetings"

#### **Current and Past Governance Lists:**

[Current Steering Committee](#)

[Past Governance Teams](#)