



## **SECRETARY**

### **The NEAIR Constitutions says...**

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:**

- Thoroughly understand the NEAIR Constitution as well as the NEAIR Policies and Procedures so that you can provide guidance during Steering Committee discussions related to constitutional mandates and items set forth in the Policies and Procedures documents.
- Responsible for cataloging all of our policies, ensure all policies are in the policies folders in GSuite, ensures the public-facing policies are current, create a schedule for review and which committee reviews which policies, and updates the policies by marking the document clearly when it was updated.
- 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.
- In consultation with the President and with the assistance of the Administrative Coordinator, send reminders to the Steering Committee of the action items from the meetings.
- Work with the other members of the Steering Committee, and participate in discussions and decisions as they relate to policy, issues with budgetary implications, and award recipients as well as provide guidance for conference planning and professional development activities.
- Maintain signed electronic copies of Conflict of Interest and Whistleblower forms for all Steering Committee Members, and Conflict of Interest forms for members of all Standing Committees.
- The Secretary is a member of the Executive Committee that includes the Current President, President-elect, and Treasurer. The Executive Committee will meet at least once a year in addition to times requiring immediate decisions.
- The Secretary is an ex officio member of the Finance Committee just as the Current President, President-elect, and Past President are.
- The Secretary may also lead or sit as a member of ad hoc committees.

### **Skills & qualities important for the role:**

- Knowledge (or a willingness to learn and implement) of Robert's Rules of Order to assist the President in facilitating the Steering Committee meetings.
- Excellent communication skills, including the ability to actively listen and consider a variety of viewpoints.

- Good writing skills and the ability to record important information quickly during meetings.
- The ability to determine what parts of discussions are important to include in meeting minutes.
- Excellent organizational skills.
- Excellent attention to detail.
- Ability to manage up to facilitate the updating of action items in conjunction with the President and committee chairs.
- Able to follow through on assigned tasks in a timely manner.
- 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.
- Good organizational skills

**Time commitment:**

- There are three in-person Steering Committee meetings (5-6 hours in length) and two Steering Committee meetings held via conference call (usually 1.5 hours in length). Meetings are scheduled quarterly with flexibility for which ones will be in-person versus virtual. There is usually one in late January/early February, April/May, June/July, and September. There will always be a face-to-face meeting in November that coincides with the annual conference. Meetings are scheduled at the beginning of each year to accommodate busy schedules.
- Prior to each Steering Committee meeting, you receive a packet of material to review, which contains committee reports, minutes of the previous meeting, treasurer's report, proposals for consideration, etc. This may take a couple of hours to review.
- Writing the first draft of meeting minutes may take anywhere from four to six hours; between meetings, follow-up with members of the Steering Committee may be needed related to the minutes, action items, Policies and Procedures document, as well as any votes that may take place electronically.
- The President selects meeting locations (with the Administrative Coordinator) in places that are the most economical for NEAIR and are closest for the majority of those who attend. Expenses for travel to meetings and accommodations are reimbursed by NEAIR when appropriate documentation is provided. Most arrive the night before and leave immediately after the meeting the next day.
- The Secretary is authorized (with prior approval) to stay an extra night after the Steering Committee meetings in order to revise and finalize minutes and the Action Items Summary so that they can quickly get to the President and Administrative Coordinator for review. Once reviewed, the Secretary will send minutes and the Action Items Summary report to the Steering Committee for their review and edits to finalize.
- The Executive Committee will meet at least once a year and should last no more than an hour.
- Finance Committee meetings occur two to three times a year. The Secretary is an ex officio member and will attend as his/her schedule allows.

**Challenges:**

- Working in a virtual organization.
- Interacting and managing people for whom you have no authority.
- Turning around minutes and action items to the Steering Committee within two weeks of Steering Committee meetings.
- Finding ways to be a part of the Steering Committee discussions while also capturing the discussion for the meeting minutes.

**Best parts:**

- Honor and recognition for serving as a Board Member
- Getting to know a variety of colleagues who are also serving NEAIR
- Learning about and engaging in the governance of NEAIR
- Contributing to the decisions that support the activities of NEAIR (professional development opportunities, annual conference, budgetary decisions, etc.)
- Developing management and leadership capabilities.

**Current and Past Governance Lists:**

[Current Steering Committee](#)

[Past Governance Teams](#)

## Revision History:

S.T. Lichtinger 2/17/2020

Jennifer Dunseath 2/2017

Original: M. Gray 5/2008