



## Secretary Information about the Position

### 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:

- To thoroughly understand and know the NEAIR Constitution and as well as the NEAIR Policies and Procedures
- Provide guidance during Steering Committee discussions as it relates to constitutional mandates and items set forth in the Policies and Procedures document.
- Update both the constitution and Policies and Procedures documents as soon as any changes are approved and distribute as appropriate (website, Steering Committee, etc.)
- 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 approval
- Send reminders to the Steering Committee of the action items from the meetings
- Work with the other members of the Steering Committee in representing the membership in discussions and decisions as it relates to policy, issues with budgetary implications, and Distinguished Service Award recipients as well as providing guidance for the conference planning and professional development activities
- Serve as editor of the newsletter to members (may change; under review by the Steering Committee)
- Possible new responsibilities for the Secretary under review by the Steering Committee:
  - Periodically overseeing a team of reviewers for checking NEAIR web pages (consistency, spelling, broken links, etc.)
  - Create and maintain publication standards for NEAIR (including but not limited to templates for written documents)

### Skills & qualities important for the role:

- Good knowledge of Robert's Rules of Order to assist the President in facilitating the Steering Committee meetings
- Good listening skills as well as the ability to consider a variety of viewpoints
- Good writing skills
- Discernment in synthesizing discussion for meeting minutes
- 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

### **Time commitment:**

- Typically there are three Steering Committee meetings (5-6 hours in length) each involving travel with one in November at the annual conference, one in March and one in July
- Meetings are held in locations that are the most economical for NEAIR and which are the closest for the majority of those who attend. Past locations have included Hartford, CT; Albany, NY; and Baltimore, MD. Expenses for travel and accommodations are reimbursed by NEAIR when appropriate documentation is provided. Most arrive the night before and leave immediately after the meeting.
- Prior to each meeting, SC members 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 takes from four to six hours; less time needed to follow up with the Steering Committee and to incorporate their edits.
- Editing the NEAIR newsletter may take up to 20 hours two to three times a year (please note: newsletters frequency and content is under review by the Steering Committee and may not remain a responsibility of the Secretary)

### **Challenges:**

- Working in a virtual organization and following up with people.
- Getting members to submit articles for newsletters
- Finding ways to be a part of the Steering Committee discussions while also capturing the discussion for the meeting minutes

### **Best parts:**

- 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.)

### **Past Secretaries:**

- See current and past governance lists at <https://neair.site-ym.com/?page=pastgov>