

Job Description - Secretary

April 2005

Position Description of the Secretary

The position of Secretary of the RWCS is a voluntary, four-year, elected term. The position serves as a member of the Executive Committee and the Full Board of Directors.

Qualifications

- Knowledge of the RWCS and dedication to its goals and objectives.
- Thorough knowledge and commitment to the Bylaws of the RWCS.
- Ability to plan, organize and problem solve.
- Willingness to work, in a team environment, with the Board to set policy and conduct the business of the Society.
- Ability to see the overall "big picture".
- Must be able to type along with the ability and knowledge to use a computer for keeping minutes.

Responsibilities

General

- Act as an ambassador and representative of the Board.
- Be informed about Society and Board matters, prepare for meetings, and review and comment on minutes and reports.

Board Affairs

- Monitor financial planning and financial reports.
- Participate in regular Board self-evaluation.
- Assure prompt transfer of all pertinent records, including board manual, to the new Secretary at the end of his/her term or whenever no longer able to serve.
- Receive information from President and Executive Committee regarding content for Executive Committee meetings and information from the Full Board regarding content for Full Board Meetings. Format agenda and distribute to Board members and Chapter Presidents at least one week before meeting.
- Accurately record proceedings of Board meetings.
 - Prepare full minutes and email or mail unedited minutes to the Executive Director, Board members and Chapter Presidents within one month of the meeting.
 - Prepare condensed (abbreviated) minutes and send to Newsletter editor within one month of the Board meeting or by the deadline established by the Newsletter editor, to be published in the Newsletter following the Board meeting.
 - Send minutes to members upon request.
 - Present minutes for approval at Board meetings.
 - Amend minutes with corrections when minutes are approved by the Board.

- Send amended minutes to business office for permanent retention, and posting on website.
 - Establish and maintain permanent retention of approved minutes in chronological order.
- Accurately record proceedings of Executive Committee meetings.
 - Prepare Executive Committee minutes and mail to Full Board within three weeks of meeting.
 - Present minutes for approval at Executive Committee meetings.
 - Amend minutes as necessary and retain permanent record of meetings in chronological order.
 - Provide business office with copy of minutes for permanent retention and posting on website.
- Receive input from the President and prepare agenda for the annual business meeting.
- Accurately record proceedings of the annual business meeting.
 - Prepare minutes of annual business meeting and send to Board, Executive Director and Chapter Presidents within one month of annual meeting.
 - Prepare condensed (abbreviated) version of annual business meeting minutes within 30 days of the annual meeting or by the date established by the Newsletter editors for publishing in the Newsletter following the annual Convention.
 - At the annual business meeting, present the previous years minutes to the membership for approval.
 - Make any additions or corrections in approved minutes and provide copy to business office for permanent retention and maintain copy for Secretary's records.
- Maintain list of current officers of Chapters.
- Maintain current list of addresses of Chapter Presidents and Board Members.
- Send out and retain signed copies of Reciprocity Agreements with Chapters for Newsletter and Commemoratives.
- Manage and evaluate the overall job performance of the Executive Director.

Meetings

- Prepare and present to Board members any necessary information on scheduled agenda items under consideration.

Committees

- Serve as a member of the Personnel Committee and actively participate in the oversight and review of all employees of the RWCS, including an annual job performance evaluation of the Executive Director.

Convention

- Prepare Charter Certificates for new Chapters.

Community

- Attend all major Society events, i.e. RWCS annual Convention, MidWinter GetTogether
- Attend Chapter meetings when possible.

Special Responsibilities

- Currently serves as lead for coordinating the development of the annual:
 - Guidelines and Expectations for the Executive Director
 - Job Description of the Executive Director
 - Evaluation of the Executive Director
- Prepare the final documents for the annual evaluation process for the Executive Director for signature.
- Coordinate the input of information from Board members and Support Positions for the annual evaluation of the Executive Director.
- Coordinate the input of information from Board Members and Support Positions into the development of the annual evaluation of the Executive Director.
- Provide to the Vice President an annual written evaluation of the newsletter, its publisher, and its contents.
- Sign Hall of Fame Plaques.
- Maintain chronological record of past officers and terms of the RWCS Board.
- Perform other responsibilities as assigned by the Board.