

Secretary of the Board Job Description

October

- Review evaluations.
- Prepare a report as Secretary for presentation at the Summary Meeting.
- Attend the Summary Meeting.
- Bring a USB containing copies of templates and forms to Summary Meeting.
- Present any changes or recommendations to the Board for approval.

November

- Receive notice of the appointments and terms of new members.
- Update the register of the membership, showing each board member's term of office including the expiration date and number of terms served. Distribute to the Board and NECTC President.
- Send to all new board members: a set of minutes from the previous year, a copy of the By-Laws and a copy of the Job Description for the job he/she has been assigned by the Chair.
- Notify officers and committees of appointments.

Throughout the Year

- Maintain the By-Laws and keep accurate notations of any amendments referencing the date and page number of the original minutes where the amendment is recorded.
- Conduct correspondence of the Board.
- Distribute meeting agendas along with any reports to be considered at the meeting to the board members in advance of the meeting date.
- Prepare accurate minutes and distribute to Board and NECTC President.
- Retain the permanent minutes in a suitable binder.
- Maintain supply of letterhead stationery, Academy and Institute certificates and diplomas. Diplomas are prepared on heavy card stock.
- Maintain the registrations for the domain name NEMCI&A.org as well as the subscription for the content management system.
- Attend all meetings including debriefing session.

Week before NEMCI&A

- Get list of attendees from Registration Chair.
- Compare spellings of the attendees to NECTC membership list. Inform Registration Chair of any discrepancies.
- Prepare graduation diplomas and Academy and Institute certificates.

- Save the files containing the individual certificates and diplomas on a flash drive and bring it to the Institute along with the blank certificates and diplomas for any last-minute changes.
- Save the formatting for the individual certificates and diplomas on a flash drive for transfer to the next Secretary.

Week of NEMCI&A

- Assist at registration table if necessary.
- Consult with Registration Chair regarding last minute changes to class roster and make corresponding change to any certificate or diploma.
- Have Board Chair sign certificates and diplomas - be sure to include course hours on the Academy certificates.
- Any certificates for participation in an Athenian Dialogue are provided to the facilitator for distribution to the attendees after completion of the post-work.
- Provide the Institute certificates to the class monitors who are responsible for distributing the Institute and Academy certificates at the last class.
- Provide all board members with a copy of their job description and request that they update the tasks and add any other information to give a clearer understanding of the responsibilities.

September

- Under the direction of the Chair, circulate revised job descriptions for adoption by the Board at the NEACTC conference.

Adopted by the NEMCI&A Board on: February 20, 2015

Reviewed and readopted by the NEMCI&A Board on: August 5, 2015

Amendments approved by NEMCI&A Board: January 15, 2019