

SECRETARY OF THE BOARD JOB DESCRIPTION

October

- Review evaluations
- Prepare a report as Secretary for presentation at the Board and Faculty summary meeting
- Attend the Board and Faculty summary meeting
- Bring a USB containing copies of templates and forms to Board/Faculty 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 NEACTC 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
- Update the website of new Board Members
- 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 NEACTC 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
- Maintain the content on the NEMCI&A.org website
- Attend all meetings including faculty-debriefing session

Week before NEMCI&A

- Get list of attendees from Registration Chair
- Compare spellings of the attendees to NEACTC 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 faculty member 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