



### ***POSITION DESCRIPTION – SECRETARY***

The individual keeps the official records of the Governing Board; acts as the chair of the Governance Committee of the Governing Board; and acts as an officer of the association.

The Secretary is elected by the entire membership of the association, or is appointed by the Governing Board in the event of a mid-term vacancy.

The Secretary reports to the Governing Board and is ultimately accountable to membership. He or she provides general policy guidance to the Governing Board with regard to internal governance.

**Keeper of Official Records** – The Secretary is responsible for keeping AFSA’s records to ensure commitments are kept, a clear historical record is preserved, and legally important documents, such as minutes, are in good order. The Secretary partners with the President to finalize the agenda for monthly Governing Board meetings, and is assisted by AFSA staff in preparing and retaining official minutes of the meeting.

**Chair of Governance** – The Secretary chairs regular meetings of the Governance Committee, where recommendations for improving the governance of AFSA are developed for approval by the Governing Board. The Secretary, in coordination with the Executive Director, oversees the transition between incoming and outgoing Governing Boards.

**Officer of the Association** – The Secretary serves as a voting member of the Governing Board and Executive Committee; chair of the Governance Committee; and member of other AFSA standing and ad hoc committees. The officer has a fiduciary duty to membership. The officer may be asked to serve in an acting capacity for other association officers as needed. The officer is expected to fulfill the general responsibilities of a board member as articulated in the document approved by the Governing Board on April 1, 2015.