



Position Summary: Secretary, CSI Board of Directors

General Summary

CSI Board members are elected to serve CSI and its members by investing time, expertise, and effort in service of effective stewardship of the association. Through active engagement and participation Board members work collaboratively with the Board of Directors, CSI staff, volunteers, and members to address industry issues and develop strategies, policies, and plans that ensure the Association is successful and serving its mission. Board members are the Association's fiduciaries who oversee the development of sound ethical, and legal governance and fiscal management policies.

Responsibilities

As Secretary:

- Responsible to ensure maintenance of Board records, Board meeting minutes, giving proper notice of meetings as well as election and awards results, and maintenance of governing documents.

As an individual Director:

- Prepare for, attend, and actively participate in three face-to-face Board of Directors meetings per year as well as conference calls as outlined in the [CSI Board of Directors Governing Policies Manual](#).
- Accept, fulfill, and actively participate on board committees and Association operating committees (as elected or appointed).
- Handle all assigned responsibilities professionally and dutifully.
- Fulfill Board duties, including those outlined in the [CSI Board of Directors Governing Policies Manual and Board Members' Code of Conduct](#).
- Professionally express one's opinion during board discussions and debates, and speak with one voice regarding final decisions by the Board of Directors.
- Ensure that information that is confidential is treated responsibly and is not disclosed.
- Contribute to the CSI Foundation.
- Serve as an advocate and ambassador for CSI and the AEC industry.

In collaboration with the entire Board of Directors:

- Define and ensure appropriate CSI performance, defined as:
 - connecting the interests of CSI's membership with operational performance.
 - written performance standards
 - ensure Ends fulfillment, financial solvency, and organizational integrity by holding the Board itself accountable for effective governance.
- Decide matters of association strategy, direction, and policy.
- Identify and address short- and long-term Association opportunities, threats, and issues.

Term

The Secretary serves a two-year term beginning July 1 following election. The Secretary may serve a second consecutive two-year term.



Time Commitment

- Three in-person meetings annually, each approximately two days in length
- The approximate time commitment for the Secretary from the Region role between meetings for conference calls, emails, and committee meetings may be up to 10 hours monthly.

Board Member Competencies

- Instills Trust: Gaining the confidence and trust of others through honesty, integrity, and authenticity
- Values Differences: recognizing the value that different perspectives and cultures bring to an organization.
- Collaborates: Building partnerships and working collaboratively with others to meet shared objectives
- Strategic Mindset: Seeing ahead to future possibilities and translating them into breakthrough strategies.
- Ensures Accountability: Holding self and others accountable to meet commitments

Additional Considerations

- Professional experience
- Volunteerism within CSI and/or other associations

As this an Officer position building upon experience with the CSI Board of Directors, strongest preference for nomination is for someone from the current CSI Board of Directors, or to a former Board member who has served within the past 12 months.

Any CSI member interested in serving as Director should read through the [CSI Governing Policies Manual](#) thoroughly.