Board Secretary Overview

NSH's Board of Directors is comprised of the Officers, Speaker of the House, and nine Region Directors. The Board is a committee of the whole with its fiduciary responsibility belonging directly to The Society. The NSH Board Secretary serves on the Executive Committee and is a corporate officer of the Society who reports the minutes of all meetings to the Board members.

Responsibilities

- In collaboration with the Executive Director, the Secretary reports the minutes to the Board members within 90 days of a meeting. Minutes are posted in the Board's Community on The Block and will be reviewed for approval at the next Board meeting with a quorum.

- Prepare for, attend, and actively participate in all Board of Director and Executive Committee meetings and web conferences.

- As a part of the Executive Committee, the Secretary participates in the Executive Director's Annual Review Process. The Annual Review is led by the President and conducted by the Executive Committee per the Executive Director’s employment contract.

- Abide by the Board's Conflict of Interest and Code of Ethics

- Actively, Professionally, and enthusiastically advocate, support, and enhance the mission and the public image of the Society and the profession of histotechnology.

- Professionally express one's opinion during board discussions and debates, but then speak with one voice regarding the Board's final decisions.

- In collaboration with the Board of Directors as a whole, The Secretary is expected to:
  - Decide matters of Society strategy, direction, and policy.
  - Determine the association's public policy and government relations/regulatory positions.
  - Identify and address short- and long-term Society opportunities, threats, and issues.
  - Establish committees, task forces, and working groups.
  - Ensure adequate financial resources are available and allocated and manage those resources by providing effective financial governance and oversight.
  - Review and approve the annual budget, review investment information quarterly.
  - Oversee the association's organizational governance structure.
  - Conduct an annual assessment of the Society's volunteer resource talent, skills, expertise, and experience.
  - Perform the requirements as established within the Society's Bylaws, state laws, and regulations.

- The Secretary reports the Board's actions to the membership during the Annual General Membership meeting held in conjunction with the NSH Annual Convention.
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- The Secretary is seated in the annual House of Delegates meeting held during the NSH Annual Convention.

- The Secretary will review and abide by NSH’s approved policies in the NSH Governance Tab on The Block, the Society’s private online community.

**Time Commitment**

- Once elected, the Secretary will serve for three years and is eligible to be elected for one additional term.

- The Secretary should plan to spend an average of 1 - 2 hours per week. The time commitment will vary by the annual governance calendar.

- The Board will hold an average of five two-hour web conferences annually in addition to in-person meetings held during the NSH Annual Convention.

- During the NSH Annual Convention, The Secretary must attend the following meetings: First Timer’s Reception, Board Meetings, Awards, and General Sessions, Strategy Planning, Region Meetings/Networking, Annual General Membership Meeting, and the House of Delegates Meeting.

- The Secretary is required to submit updates each July to be incorporated in the Society’s Annual Report.

- Travel to the NSH Annual Convention is reimbursed at the following rate and *is subject to change via the annual NSH Budgeting process*. Receipts and a completed expense report must be submitted within 30 days of the annual meeting’s conclusion to receive reimbursement as outlined below.
  - Non-refundable, advance purchase economy round trip per the annual budget caps
  - Half hotel room for 7 nights
  - Up to $75 for ground transportation (travel to your home airport is not covered)
  - Current per diem for 7 days

**General Requirements**

- Must be an active member for two (2) consecutive years immediately before the election.

- Effective communicator, written and verbal; comfortable participating in complex discussions with colleagues.

- Holistic, strategic thinker, and problem solver with the ability to add value to creating the Society’s mission, vision, and strategic direction of the association.

- Has full commitment from their employer, which may include, but is not limited to, support for all time requirements.

- NSH Board work and correspondence takes place via a private community on [The Block](#). It is essential that the Secretary has access to email and the internet to access The Block.
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- NSH uses Outlook and Microsoft office for all its communications and office software. All Board members must have access to compatible software.

- NSH uses Zoom video conferencing for its Board meetings. It is free of charge to download the app. Please contact the Executive Director if you have questions on how to use the app.