Secretary of the Board of Directors
Job Description and Qualifications

Role
The Secretary’s role is to maintain the minutes of all meetings of the Board of Directors and the members of SRAI. The Secretary shall also be sufficiently familiar with all the legal documents (articles, bylaws, policies, etc.).

Qualities
The Secretary should have the ability to phrase concisely, possess a clear audible speaking voice, be alert and have good listening skills. The Secretary must possess a working knowledge of the bylaws, rules, policies and procedures of the Society.

It is recommended that individuals nominated for the position of Secretary possess the following:

1. A member of the Society for at least five years.
2. Served on at least one Society or Section/Chapter Committee.
3. Clear and concise writing ability.

Responsibilities
Responsibilities of the office of the Secretary include, but are not limited to:

1. Maintains all minutes of the Board of Directors meetings, the business meetings and conference calls. Distributes minutes to the appropriate people.
2. Serves as a voting member of the Board of Directors and the Executive Committee.
3. Attends the annual business meeting, and all Board of Directors meetings and calls the role to document that a quorum is present.
4. Serves on or chairs committees as assigned by the President.
5. Assumes special assignments as designated by the President.

Term of Office
The Secretary will be elected in the even numbered years and will serve a two-year term of office.