



SOCIETY OF
RESEARCH
ADMINISTRATORS
INTERNATIONAL

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.

Individuals nominated for the position of Secretary must have the following minimum qualifications for consideration:

1. A member of the Society for at least five years.
2. Served on a committee or as an officer in the Society within the last five years.
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. Distribute 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

As outlined in SRAI Bylaws, the Secretary will be elected in the even numbered years and will serve a two-year term of office.