**Job Description: Secretary**

**Scope of the Position**

The Secretary is elected from the current Directors by the membership and is an Officer of the Board of Directors responsible for overseeing the maintenance of NYSSA’s records. The Secretary is responsible for oversight of the recording and dissemination of information concerned with the administration of NYSSA and managing the information flow of the Society. The Secretary is a member of the Executive Committee, and as such, provides an objective and well-qualified point of view to the other members of the Executive Committee and to the Board. The Secretary represents the best interests of NYSSA’s membership and the profession, and may be called upon by the Board to represent NYSSA in a variety of venues. The time commitment to be considered is 10-15 hours per week in general, but may be more during times of heightened activity.

**Duties and Responsibilities**

* Attend all Board of Directors, Executive Committee, and Annual Meetings, preferably in person.
* Serve on the Executive Committee, strive to add to NYSSA’s senior management strength.
* Record and ensure proper maintenance of the Minutes of the Board of Directors meetings.
* Submit minutes for approval at each subsequent meeting of the Board.
* Provide guidance with respect to NYSSA’s policies and procedures and ensure that meetings are conducted in an appropriate timeframe.
* Serve as Parliamentarian at meetings of the Board of Directors.
* Coordinate and prepare the delivery of the agenda and the exhibits for each Board meeting.
* Collaborate with staff to ensure proper maintenance of NYSSA’s books and records.
* Ensure proper oversight of member information including financial standing and voting status.
* Serve as a NYSSA co-signatory for legal and financial purposes.
* Perform such other functions as determined by the Board.
* Assume the basic duties and responsibilities of a Director-at-Large.

**Desired Skills and Experience**

* Member of the Executive Committee: minimum 1 year prior board experience required
* Experience with governance, programs, personnel or technology
* Proven executive leadership and/or entrepreneurial skills
* Well-connected and well-reputed with access to senior industry professionals
* Excellent communicator in written and verbal mediums
* Current NYSSA member in good standing
* History of involvement with NYSSA