



Secretary

Summary of Responsibilities

Revised: March 2017

Summary of Charge

The Secretary is responsible for:

- Preparing and communicating minutes and action items of Executive Board meetings *using Minute Guidelines from Non-Profit Governance and Management, 3rd edition (synopsis in Board Orientation materials)* within 30 days of Board meetings
- Assisting the Executive Director and Executive Board in arrangements for NAFSA conferences (select, book, and oversee site and catering for events)
- Assisting Executive Director with annual election ballot preparation
- Assisting with By Laws revisions

Length of term

Two years

Committees

The Secretary is currently still on the Finance Committee per the by-laws until they are revised and approved by the membership in 2017.

General Responsibilities

- Attend all board meetings, annual business meeting and reception, Stakeholders Conference and Professional Development Conference
- Align activities with the goals of the EnglishUSA strategic plan
- Review the strategic plan annually and contribute to its revision as necessary
- Contribute to the recruitment of new board members
- Participate in the Executive Director's annual performance review