

Position Description 04.00

SECRETARY

The Secretary is governed by the Director Position Description in addition to the following.

QUALIFICATIONS

1. Strong organizational and writing skills and attention to detail

RESPONSIBILITIES

1. Keep the minutes of meetings of the Board of Directors and committees of the Board of Directors and members. Minutes may be recorded by an ISPD staff member or other designee.
2. Ensure that all notices are duly given in accordance with the provisions of the Bylaws
3. Ensure maintenance of accurate and clear records of Society and Board actions
4. Collaborate with the ISPD staff to ensure timely distribution of minutes
5. Prepare official correspondence in coordination with ISPD staff, as directed by the Board
6. Respond to select correspondence as determined by the President

APPROXIMATE TIME COMMITMENT:

- 4 hours per quarter to prepare for and participate in Board of Directors teleconferences and to review and approve minutes
- 1 hour as needed to prepare for and participate in SIG/Standing Committee teleconferences
- 3 hours per month for fundraising and personal communications to support ISPD
- 5 days to attend the International Conference, including participation in a meeting of the Board of Directors and other peripheral meetings and conference activities

Adopted by the ISPD Board of Directors

Date: 10 July 2010