



## **Board of Directors Secretary JOB DESCRIPTION**

**Position:** Board of Directors Secretary

**Status:** Elected by Association membership

**Reports to:** Ownership (Members, etc.) of AEE and Board of Directors

**Position Summary:** The Secretary records meetings and conference calls and distributes this information appropriately. The Secretary assists in preparing agendas and serves as the archivist in making sure all historical records are filed and documents are kept up to date.

### **Essential Job Functions:**

- Prepares minutes for permanent records following meetings.
- Collaborates with the President to assemble meeting agendas; working to include Parking Lot items and To Do List items.
- Sends approved minutes to the AEE Office for posting on the website; making sure there are 12 months of minutes.
- Updates and maintains the BOD Contact List and circulates to BOD members and the AEE Office. Facilitates the updating of Board members bios and pictures on the AEE website.
- Work with AEE Staff to keep BOD web pages, public pages and password protected pages, updated.
- Familiar with Board procedures and ensures the Board is in accordance with the AEE By-Laws.
- Supervises Board elections.
- As Secretary-Elect or Past Secretary, keeps the working documents such as the Policy Register and Board Procedures Manual up to date and current.
- Please see Board of Directors Member job description for more job functions.

### **Time Commitment and Expectations**

- Serve 4 years, 2 years as Secretary and 1 year each as Secretary-Elect and Past Secretary.
- Attend and participate in 2 scheduled meetings a year (Prior to Annual Conference, late Spring). Meetings are 3 days in length; this does not include travel time.
- Participate in monthly conference calls, usually 2 hours in length.

- Attend the Annual International Conference in the fall.
- Strongly encouraged to attend a Regional Conference every spring.
- Attend and participate in the special events when applicable (e.g. Leadership Summit)
- Participate in committee and small working groups as needed throughout the year; committees or small working groups can be as short as one month or as long as two year commitments.

### **Financial Expectations**

- *Giving* - Each Board member is expected to make a yearly tax-deductible cash donation to the Association at a level comfortable to the individual. One hundred percent contribution from the Board is essential for the Director(s) to report when seeking funding for the Association.
- *Expenses* - Board members are expected to attend all scheduled meetings and events and will be responsible for covering the costs incurred in participating. Several costs may be reimbursable- please be sure to carefully read the AEE Travel and Expense Reimbursement Policy for important details (see Volunteer Handbook - <http://www.aee.org/members/volunteerhandbook>) Expenses not reimbursed can be tax deductible. Specific additional contributions expected of Board members not reimbursable by AEE Policy are:
  - 1) \$20/person towards purchase of beverages for Leadership Celebration at the International Conference.
  - 2) Ability to pay phone charges to participate in monthly conference calls.
 An expense currently not incurred by Board members is:
  - 1) Conference registration comped for International Conference.
- *Soliciting* - The Board is expected to provide revenue-generating contributions towards fundraising activities of the Association. Often these revenues are generated through auctions at conferences (silent and live). Board members are expected to solicit donations and contributions for these fundraising events.

### **Qualifications**

- AEE Membership: Individual members or persons designated by a collective membership (e.g. organizations or families).
- Good sense of organization and attention to detail.
- Previous AEE leadership experience (preferred).

### **Benefits**

- See the AEE Volunteer Handbook  
<http://www.aee.org/members/volunteerhandbook>