



SEA Board of Directors

Secretary Position Description

Appointment/Term

The Secretary will be appointed by the Board of Directors (Board) each year and will have the competencies and skills as deemed necessary by the Board.

Responsibility

The secretary is responsible to the Board and the members at large.

Specific Duties

The Secretary will:

1. Provide a positive influence on the structure, composition, membership, activities and ultimate effectiveness of the Board and Board Committees by providing resources, information and communications, as needed and appropriate.
2. Have effective working relationships with the Board Chair, Committee Chairs and individual Directors.
3. Attend, record and distribute all meeting minutes to the Board.
4. Maintain a binder with all current minutes and action lists.
5. Maintain historical and current copies of bylaws.
6. Maintain general correspondence as archives.
7. Maintain SEA logo and letterhead in electronic version.
8. Be a signatory, if required and appointed by the Board.

Approved by: SEA Board of Directors

Approved date: October 1, 2009

Revision date: September 21, 2008