# **General Responsibilities for the Secretary of the ACADEMIC SEMATE Foundation**

The Secretary is responsible for being familiar with the legal documents, such as the Foundation bylaws, IRS correspondence, and to know when they would be useful during the meetings. In order to fulfill these responsibilities, and subject to the Foundation’s bylaws, the Secretary ensures that minutes are accurate and are distributed to members shortly after each meeting and available to upon request, fulfills any other requirements of a board member, and performs other duties as assigned by the President and/or as defined in the bylaws.

## Accountability

The position of Secretary shall be filled by a member of the Executive Committee, and will be named to that position by the President of the ASCCC. The Secretary is accountable to the ASCCC Executive Committee.

The Secretary reports to the Foundation President and to the Foundation Board. Through the Board of Directors, certain duties of the Secretary may be delegated to other Board or staff members and/or committees as appropriate; however, the accountability for them remains with the Secretary.

## Specific Duties

### *Meetings*

The Secretary will work with the Executive Director to ensure that all meetings are recorded and ensures written minutes are accurate and distributed to the Board members in a timely manner. Minutes shall record time and place of meeting, whether regular or special, the names of those present or represented at the meeting, and the proceedings thereof. The Secretary is designated by the Board of Directors as the signing officer for the minutes.

In general, perform all duties incident to the office of the Secretary and such other duties as may be required by law, or by the bylaws, or which may be assigned by the Foundation President or Board.

In the event the President must be absent from a Board meeting, the Secretary will call the meeting to order and preside over the meeting.

### *Board Committees*

The Secretary serves as a member of board committees as assigned by the President.

### *Board-Staff Relations*

The Secretary works with the Executive Director to ensure Foundation records are accurate and secure, and include:

* The official list of Board members.
* The bylaws as amended or otherwise revised to date.
* The minutes of all meetings of the directors and meetings of committees as required by law or regulations.
* All other Foundation records as required by law or regulations.

Approved: January 12, 2017