

Secretary Position Description

The functions, duties, responsibilities, and qualifications of the SSIT Secretary are as follows:

Functions

1. To ensure the effective operation of the SSIT Board of Governors meetings and supporting the effective operation of the SSIT and SSIT Board of Governors.
2. The Secretary is a voting member of the SSIT Board of Governors.

Duties and Responsibilities

1. Remind Board of Governors officers and other potential attendees of upcoming SSIT Board of Governors monthly meetings. Send web contact information for the 'Board of Governors meetings to them.
2. Send attendees reminders to submit Consent Agenda and Action Items prior to Board of Governors meeting date. Send out the Preliminary Agenda prior to the Board of Governors meetings.
3. Attend the Board of Governors Meetings and monitor that proper rules and procedures are followed.
4. At the beginning of Board of Governors meetings check attendance, verify quorum, and support the overall smooth operation of the meeting.
5. Write and distribute the Minutes of the Board of Governors meetings in a timely fashion.
6. Create a permanent record of Board of Governors meetings, available to the Board of Governors, and generate and maintain a list of Board of Governors action items generated from meetings.
7. Work with the Society President in arranging other SSIT meetings and communicating related information (agendas, documents, etc.)
8. Serve as the Chair of the Constitution and Bylaws Committee and lead the activities of this Committee including ensuring that the Constitution and Bylaws are updated and not in conflict with any requirements, rules, and procedures of IEEE and of the SSIT.
9. Ensure that Society documents including the relevant part of the web site are up to date.
10. Execute other duties as published in the Constitution and Bylaws.
11. Facilitate transfer of duties, responsibilities, and ongoing business activities to an incoming position-holder in a timely manner.

Qualifications

The qualifications for the Secretary include the following:

1. Must be a member of SSIT.
2. Preferably should have served the SSIT in a role such as: member of the Board of Governors, Society Committee, Editorial Board or Conference Organizing

Committee.

Term of Office

1. The term of the Secretary is one year, renewable annually.

Time Commitment

1. Ten to twenty hours/month