



Governance Documents

Secretary Job Description

Revised June 1, 2019

Bylaws – Article VIII, Section 5

The Secretary shall keep minutes of the meetings of the Executive Council and the membership in one or more repositories maintained for that purpose; shall see that all notices are duly given in accordance with applicable law, the Articles of Incorporation and these Bylaws; shall be custodian of the corporate records; shall keep a record of the mailing address of each member of the Society; and, in general, shall perform all duties customarily incident to the office of Secretary and such other duties as may be assigned from time to time by the President or the Executive Council. The duties of the Secretary may be assigned in whole or in part to the Executive Director.

Specific Duties and Responsibilities

In addition to the bylaws, other duties and responsibilities have evolved during ASCRS' history and are now a traditional part of the Secretary's role.

- 1.1 Similar to all member leaders, the ASCRS Secretary's role requires that he/she:
 - Observes and helps ensure compliance with ASCRS policies, ethics pronouncements and conflict of interest directives.
 - Maintains familiarity with ASCRS' mission, vision, bylaws, strategic plan, services, policies, and programs.
- 1.2 Role-specific duties and responsibilities include the following, some of which may be fully or partially delegated to staff with Executive Council approval:
 - Provides and maintains minutes from the Annual Business Meeting, Executive Council meetings, and conference calls.
 - Serves as custodian of ASCRS corporate records.
 - Assures ASCRS maintains a record of the street and emails address of each Society member.
 - Causes notice to be given of all special meetings of the Executive Council.
 - Maintains other documents required by law and makes them available when required by authorized persons (e.g., articles of incorporation and bylaws).
 - May attest all instruments assigned by the President.
 - May sign with the President, any deeds, mortgages, bonds, contracts or other instruments which the Executive Council has authorized to be executed, except documents the execution of which shall expressly be delegated by law, the Articles of Incorporation, these Bylaws, or the Executive Council to some other officer or agent of the Society.
 - Actively participates on the Executive Council:
 - Reviewing agendas and supporting materials prior to meetings and conference calls.
 - Regularly attending meetings.
 - Actively participating in discussions.



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- Voting on motions.



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Specific Duties and Responsibilities (continued)

- Reviews and edits minutes of Executive Council meetings drafted by staff for approval at subsequent Executive Council meetings.
- Serves as a member of the Executive Committee and Finance Committee.
- Serves, as requested, as an ASCRS representative on other organizations' boards, committees, and other entities – keeping the Council informed of activities and decisions pertinent to ASCRS.
- Delivers the “year in review” presentation at the annual meeting Past President’s luncheon.
- Visits exhibitors at the ASCRS Annual Scientific Meeting and provides feedback to designated staff.
- Serves as an ambassador and promoter of ASCRS and its mission with colleagues and with other organizations.

Term of Office

- 2.1 Term of office is one year as defined between annual conventions and may be elected for additional terms.

Desired Personal and Professional Characteristics

- 3.1 Ability to remove self from personal friendships and loyalties and recognize diversity within the membership base.
- 3.2 Ability to listen, analyze, think strategically and creatively, and work well with people individually and in a group.
- 3.3 Ability to consider multiple viewpoints about controversial issues and to communicate ASCRS’ perspective effectively with members and other stakeholders.
- 3.4 Ability to prepare for, attend, and participate in Executive Council and committee meetings (including conference calls), ask questions, take responsibility, follow through on assignments, and evaluate oneself.
- 3.5 Willingness to develop certain skills if one does not possess them, such as understanding financial statements and learning more about the substantive program areas of ASCRS.
- 3.6 Honesty; sensitivity to and tolerance of differing views; a friendly, responsive, and patient approach; community-building skills; personal integrity; a developed sense of values; and concern for ASCRS’ development.
- 3.7 Ability to identify and evaluate strategic action steps that are specific, measurable, attainable, relevant and time bound.