

SCS Board of Directors - Secretary

Description

The SCS Secretary serves as the communication link between the SCS Executive Board and the general membership. The Secretary sends notice of upcoming LSC meetings to SCS membership, attends all LSC Executive Board and general board meetings, is responsible for taking/transcribing/submitting minutes of these meetings, and work with Exec Director and/or General Chair to assist in any clerical or communication needs of the LSC.

Elected in the even-year for a 2-year term by the House of delegates at the annual House of Delegates meeting

No Term Limits

Qualifications

- Only individual members in good standing shall be eligible to hold office and must maintain their eligibility throughout their term
- Has been a member of SCS for the preceding two (2) years
- Must have served as secretary for their Geo Committee or LSC for one term, or equal experience for a different organization(s) for a minimum of 2 years
- Must have computer/keyboarding skills
- Must have working knowledge/experience using whichever online meeting platform is being used for the LSC meetings
- Must have experience in meeting format (knowledge of bylaws, Roberts Rules)
- Must know the LSC's Mission/Bylaws/Policies

Responsibilities

In addition to the duties and responsibilities listed in Article 5.6 of the LSC bylaws, the Secretary shall:

- Serve as a voting member of the Executive Committee
- Attend and participate in all LSC Executive Board, and general board meetings
- Responsible for taking/transcribing/submitting minutes of LSC and Exec board meetings
- Send notice of upcoming LSC meetings to SCS membership
- Work with Exec Director and/or General Chair to assist in any clerical or communication needs of the LSC
- Set up online elections and Zoom meetings
- Responsible for vote tabulation system at LSC meetings
- Compile election results
- Must have experience in meeting format (knowledge of bylaws, Roberts Rules)