



# Secretary

## Section Volunteer Position Description

### General Description

Document section business and maintain records of the section and serve as the official correspondent of the section.

### Term

One year. July 1 to June 30.

### Specific Duties and Responsibilities

- Work with Section Leadership Committee (SLC) to set goals/metrics to support the Section's management process as they relate to the documentation of section records and correspondence.
- Communicate/report to the SLC activities performed, status of performance against goals/metric set, etc. for the documentation of section records and correspondence.
- Ensure that meeting notices are provided to members in a timely manner.
- Attend all SLC and regular member meetings.
- Record all SLC meetings. Maintain careful and authentic record of the proceedings of all business meetings of the section. These are the legal records of the section. Minutes can be stored on section's SharePoint site and permanently archived at the ASQ Archives.
- At each meeting, read the minutes of the previous meeting for approval. An alternative is to provide the minutes of each meeting with the notice of the upcoming meeting and accept approvals or corrections at the meeting.
- Provide minutes of any meeting to members upon request.
- Have available, at any meeting, copies of past minutes, Section Operating Agreement (SOA), and parliamentary reference (Robert's Rules of Order).
- Prepare agenda showing exact order of business to be conducted, including business carried over from previous meeting.
- Update section policies and procedures from amendments captured in minutes; ensure that proper procedure is followed in any amendment process. Ensure alignment of section policies with Society Bylaws, Policies and Procedures, and the SOA. Maintain current copy of SOA as provided by ASQ headquarters.
- Serve as primary correspondent for the section: sign any documents representing official acts, orders, proceedings along with the Society President; direct printing and mailing of notices, ballots, and other information provided to members.
- All officers are responsible for submitting and updating the section officer and committee lists with HQ via the online submission form.
- Uphold Society Bylaws, Policies and Procedures, and SOA.

### Qualifications

- Must be a Regular, Senior, or Fellow Member in good standing affiliated with the section.
- Preferably will have been a participant in section committee activities.
- Preferably will have strong writing and word processing skills.
- Must be willing to provide email address to headquarters for communication.

### **Time Commitment**

Approximately 3 – 4 hours per month (outside of section and executive committee meetings).

### **Resources**

The following resources, and others, can be found in the Section Volunteer Community at <http://asqgroups.asq.org/sectionvolunteercommunity>

- Section Operating Agreement
- Section Operating Guidelines (SOGs)
- Section Management Process (SMP)
- Section Minimum Requirements (found in SMP manual)
- Secretary guides for agendas, motions, minutes, and record retention

The following resources can be found on [www.asq.org](http://www.asq.org). Sign in as a member.

- Society Bylaws
- Society Organization Manual
- Society Policies and Procedures
- ASQ Volunteer Area (SharePoint site index, membership lists, internet liaison access, online officer entry, find a volunteer)