

# Secretary

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## Description

The Secretary is a voting member of the board, elected by majority vote by the membership of the association

- Reports to President of the board
- Term commitment is two calendar years
  - May be re-elected for one additional term
- ARSL member in good standing
- Commitment to the Mission and Values of ARSL
- Requires considerable time and support

## Responsibilities

**Serve as an active member of the ARSL Board**

- Attend ARSL meetings and events
  - Online board meeting every other month
  - Annual conference
  - Annual in-person retreat
  - Attend additional meetings as requested
- Familiarize yourself with the issues before the board and prepare in advance for discussion and decision-making; follow up with the board on assigned tasks and timelines
- Promote ARSL membership and participation
  - Assist ARSL members in becoming active and engaged participants in the organization
  - Complete succession planning tasks as necessary for continuity across election terms
  - Serve as a committee liaison or as a member of a committee
- Work with Executive Director to update strategic plan, and/or annual work plans for the coming year for review by the board
- Meet with the Executive Committee (President, Past President, Vice President/President-Elect, Secretary, Treasurer) and Executive Director as needed

**Maintain the official record of the organization**

- Take minutes of the association, board, and executive committee meetings
- Ensure minutes are distributed to board members and posted or filed appropriately
- Reports shall be available to the membership on the organization website