



## NAHU Board of Trustees Job Description

### Secretary

#### **Bylaws:**

#### **ARTICLE VI - Duties of Officers, Section 5.**

The Secretary shall be responsible for taking the minutes of the meetings of the Executive Committee, Board of Trustees and House of Delegates. The Secretary shall maintain the Association's Policies and Procedures. Approved, amended or rescinded P&P's shall be signed by the Secretary and stored as permanent records of the Association at the national office. The Secretary may appoint assistants as is deemed necessary to execute these duties. The Secretary shall be responsible for other duties as they are assigned by the President, Executive Committee or Board of Trustees.

#### **Basic Duties**

The duties and responsibilities of the Secretary are delineated in the Section 5 of the NAHU Bylaws as follows:

- The Secretary shall be responsible for taking the minutes of the meetings of the Executive Committee, Board of Trustees and House of Delegates.
- The Secretary shall maintain the Association's Policies and Procedures. Approved, amended or rescinded P&P's shall be signed by the Secretary and stored as permanent records of the Association at the national office. The Secretary may appoint assistants as is deemed necessary to execute these duties.
- The Secretary shall be responsible for other duties as they are assigned by the President, Executive Committee or Board of Trustees.

#### **Minutes**

There is a process to taking minutes. The content and structure of the minutes is delineated in the Standing Rules of Order. The attached document is a template provided by NAHU's Parliamentarian. It is a useful guide to assist in what should and should not be included in the minutes.

An effective way to structure the minutes is to use the posted meeting agenda as the format for the minutes. This agenda can be cut and pasted each meeting to provide the outline of the meeting. The Secretary may use a standard list of the BoT and Staff members for taking the role. Any guests may be added as necessary.

Once the meeting is over it is wise to prepare the draft minutes as soon as possible to avoid unclear recollections about the proceedings. When the draft is complete, send it to Brooke Willson and the NAHU president for their review and comments. Once reviewed by them, Brooke finalizes the minutes onto NAHU letterhead and prepares them for posting on the next month's meeting agenda.

### The Executive Committee

As a national officer you serve on the NAHU Executive Committee. The Executive Committee consists of the elected officers of the Association: President, President-Elect, Vice President, Treasurer, Secretary, Immediate Past President, and Executive Vice President (a non-voting member).

The Executive Committee may act in the place of the Board of Trustees between board meetings on all matters explicitly delegated to it by the Board of Trustees.

The President may call for meetings of the Executive Committee as the business of the association may require, or a meeting may be called by the Executive Vice President upon written request of three members of the Executive Committee. Except for urgent situations, any called meetings of the Executive Committee shall require notice of not less than three days.

A quorum for conducting business is no less than four voting members of the Committee. The Executive Committee may transact business by mail or electronic means by voting upon proposals to them. Any such proposal will be adopted if two thirds of the entire Executive Committee returns affirmative votes

### P&P Sunset Management

In fulfillment of the duty to maintain the Association's Policies and Procedures there is a method to make this task manageable.

The P&Ps are listed on the NAHU website. Each P&P has a sunset date. Each year the Secretary should catalogue the P&Ps sunsetting in the NAHU year in which he/she serves.

There is a sample of the P&P Sunset Management Spreadsheet attached to this document.

The P&P addressing P&P management was amended in 2013 to allow for the P&Ps to be brought to the BoT for voting no later than the BoT meeting at Capitol Conference. Prior to this change all P&Ps were to be brought before the BoT at the Capitol Conference BoT meeting.

This change allowed for the spreading of the review of the P&Ps over the course of several months makes the review and voting process easier to handle. It allows the BoT to address the P&Ps several times in small bites and allows plenty of time to review and comment on the P&Ps.

The Secretary assigns the actual review of each P&P to the appropriate national committee chair and staff member responsible for their respective areas.

The Secretary and staff will coordinate the P&Ps that are ready to be posted to the monthly BoT agenda. Once the P&Ps are voted on by the BoT they must be sent out to the chapter presidents. This is done by staff via the monthly President-to-President newsletter.

### Other Duties

Among the "other duties" referred to in the job description each Executive Committee member serves as a Board of Trustees liaison to a national committee. The Secretary is typically assigned as the liaison to the following committees:

- The Awards Committee
- The Leading Producers Roundtable Committee (LPRT)
- The Young Agents AHU Committee (YAHU)

Each of these committees has a national chair who will set the date and time of their committee's monthly teleconference. It is the Secretary's responsibility to participate on these calls and to keep the BoT apprised of any thing that should be brought to the attention of the BoT.

You may be asked to write an article about on or more of these committees for HIU Magazine.