



■ FOR LEARNING ■ FOR LISTENING ■ FOR LIFE

BRD-06-02.08.07 Board and Board Members Leadership Responsibilities Description: Secretary of the ACRP Board of Trustees

ACRP's Bylaws define the role of the Association Board of Trustees (ABoT) Secretary. The Secretary shall be responsible for the recordation and keeping of the minutes of the meetings of the Board and the membership; ensure that all notices are duly given in accordance with the provisions of the ACRP Bylaws or as required by law; be the custodian of the corporate records, including but not limited to all correspondence of the Association; be the custodian of the seal of the Association and ensure that such seal is affixed to all documents, the execution of which on behalf of the Association under its seal is duly authorized in accordance with the provisions of the ACRP Bylaws; and in general perform all the duties incident to the office of Secretary and such other duties as from time to time may be assigned to him or her by the Chair of the Board.

The Secretary may be an appointed Trustee or a staff member. Per Article V, Section 2 if the Secretary is a staff member he/she shall serve in a non-voting capacity and will not be considered a Trustee member of the Board nor counted as part of the total number of seventeen (17) allowable seats on the Board.

General Responsibilities

- The Secretary is appointed by ABoT annually.
- The Secretary serves a one-year term which is eligible for renewal per approval by the Board.
- The Secretary, may be a Trustee (with ABoT voting privileges) or an employee of the Association (without ABoT voting privileges.)
- In consultation with the Board Chair, the Secretary prepares and distributes agendas, materials and minutes for all ABoT and Executive Committee meetings. The Secretary may enlist staff for the administrative support of these duties.
- Ensure that all minutes of the Board and Executive Committee meetings are recorded according to Robert's Rules of Order and are maintained at ACRP's principal office.
- Track Board attendance for the purposes of confirming quorum at ABoT meetings.
- If the Secretary is a Trustee s/he will serve as a member of the Executive Committee and Finance Committee.

Meetings

- Attend all Board, Executive Committee, and Finance Committee meetings.
- Perform any duties as assigned by the Board Chair on behalf of the Association Board of Trustees (ABoT). Additionally, if the Secretary is a Trustee, he/she shall adhere to the expectations listed in the Leadership Responsibilities Description of an Individual Member of the Association Board of Trustees (ABoT).



■ FOR LEARNING ■ FOR LISTENING ■ FOR LIFE

Relationship with the Executive Director/Board of Trustees

- Depending on who is serving in the role of Secretary, support the Executive Director or the other Board Trustees and foster a relationship based on mutual trust and respect.

MONITOR AND REVIEW SCHEDULE

Monitor as needed and review every even year by the Governance Committee.

DATES REVIEWED BY COMMITTEE

May 2012
June 2014
June 29, 2017

DATES MODIFIED BY COMMITTEE

May 2012
June 2014
June 29, 2017

DATES APPROVED BY COMMITTEE

May 2012
June 2014
June 29, 2017

DATES REVIEWED BY ABOT

May 24, 2012
June 6, 2014
September 13, 2017

DATES APPROVED BY ABOT

May 24, 2012
June 6, 2014
September 13, 2017