

Executive Board Secretary

Job Description

(3 year term)

Purpose

The purpose of the Executive Board Secretary is to support the smooth operation of the board by ensuring accurate record-keeping, facilitating communication amongst board members, and maintaining organizational compliance

Duties

- *This position must be filled by someone already serving on the PASC Executive Board
- Coordinate with Executive Director, Assistant Executive Director, and all Committee Coordinators to ensure all documents are linked or copied in the board agenda.
 - Take typed minutes at all Executive Board Meetings
 - Share minutes with all board members within 3 days of meeting. Share as “can comment.” Have any and all revisions complete prior to the next meeting.
 - Maintain all records of Executive Board
 - ◆ Maintain record of attendance at all Executive Board Meetings (minutes)
 - ◆ Take care of all social correspondence (get-well cards etc.)
 - ◆ Record vote tally on motions when count is requested
 - ◆ Create and maintain online space for all parts of handbook and Google Docs after each meeting
 - ◆ Send out highlights from State Executive Board meetings with Region Directors to be shared to members through their regions.
 - Maintain and update all relevant information and applications on pasc.net

Other Expectations

- Attend all Executive Board meetings during the year (1 virtual, 1 in person)
 - Prepare a report for each Executive Board meeting
 - Attend any committee meetings, as requested by Committee Chairs
 - Respond to emails and other correspondence in a timely manner
 - Maintain and update all relevant dates on the PASC master calendar.
- More detailed information available upon request

How to Apply

Complete an application, available at <https://www.pasc.net/exec-board-positions>
Please send any questions to executivedirector@pasc.net

Position created July 2017
Revised: Jan 2018
Revised: July 2025