



Secretary Roles and Responsibilities

Title	ASTS Secretary
Purpose	Ensure the recording of minutes of all meetings of the Council and of the membership of the Society; notify members and Council of meetings and elections; responsible for ensuring appropriate records and correspondence are kept in accordance with Society policies.
Term	Three years
Eligibility	The Secretary is elected by the membership from a competitive ballot determined by the Nominating Committee.
Meetings	Three Council Meetings (3 in person, conference calls as needed) Monthly Executive Committee Meetings Serve on Executive Committee
Time commitment	3-5 hours/week for calls/email plus 4-6 additional travel days
Responsible to	President

Responsibilities of the Council

- Establish policies for administering programs and services in accordance with ASTS' mission
- Employ and support the Chief Executive Officer/Executive Director
- Ensure resources to support ASTS' budget and programs, including assisting staff in development activities when possible
- Ensure the financial affairs of ASTS are conducted on a responsible basis in accordance with established policies
- Represent ASTS at conferences, on national and state advisory groups, before government agencies, and with private individuals
- Participate in evaluations/reviews of the Council performance, including Council Meeting Assessments, and take steps to improve its performance
- Approve Society public correspondence, including third-party sign-on letters, in accordance with the ASTS Communications Approval Policy.

Specific Responsibilities of Secretary

- Work with ASTS staff to ensure lists are kept of members by category and all records and correspondence are handled accordingly
- Ensure members are notified of business meetings
- Ensure officers, councilors, and members are notified of results of elections and committee appointments not later than one month following the election or appointment
- Review staff minutes of the Council meetings and ensure minutes are distributed in a timely manner
- Participate in meetings of the Executive Committee
- Conduct CEO/ED performance evaluations
- Serve as an ex officio member of the ASTS Foundation Board
- Serve as liaison to ASTS committees and task forces involved in advocacy activities

Expense Support

Travel expenses (except for the meetings held in conjunction with ATC) and ASTS-sponsored conference calls are covered by ASTS.