

Historic Iris Preservation Society

Job title	<i>HIPS Board Secretary</i>
Reports to	<i>HIPS Board of Directors</i>

Job overview

The HIPS Secretary keeps the records of all HIPS official business. The Secretary is an Officer and a voting member of the HIPS Board of Directors. The Secretary is elected by vote of the members at the Annual Meeting and serves a two-year term.

Duties and responsibilities

The HIPS Secretary shall keep all official records pertaining to HIPS business. This includes:

- Recording the minutes of HIPS Board meetings, including the Annual Meeting, and preparing them for approval and publication. Most Board meetings are held via teleconference.
- Recording the motion/second and the vote on all official Board motions.
- Maintaining the HIPS BOD listserv. (This is not difficult; training is provided.)
- Posting attachments to the HIPS BOD listserv on behalf of other Board members.
- Responding to HIPS correspondence, or forwarding it to the appropriate person.

Qualifications

- The HIPS Secretary must possess a good command of standard written English and be able to communicate clearly.
- The HIPS Secretary must be able to use e-mail, prepare written electronic documents using a word processing program, convert documents to PDF format, and post them to the HIPS BOD listserv as attachments.
- The HIPS Secretary must be able to attend Board teleconference meetings and prepare the minutes of said meetings from a recording of the teleconference, which will be available on the Internet and may be downloaded as a podcast.
- The HIPS Secretary must adhere to a schedule of presenting draft meeting minutes no later than two weeks after the meeting. Minutes are submitted to the President for review.

Working conditions

The job of HIPS Secretary is largely one that is done from home, as the HIPS Board meets quarterly via teleconference. The Annual Meeting of Members traditionally is held at the AIS Convention in the spring. The HIPS Secretary is encouraged to attend and take minutes of the Annual Meeting if possible. If he/she is unable, a Secretary *pro tem* will be assigned for the Annual Meeting.

Direct reports

There are no other positions supervised by the Secretary unless assigned on an *ad hoc* basis.

Date Reviewed: December 1, 2016