



Title: **NGJA Executive Secretary**

Reports to: **President, NGJA**

Date: **May 2019**

Position Attainment

Every three years, the six (6) directors are to elect the seven (7) officers from a slate presented by a nomination committee and/or from floor nominations. The Executive Secretary is one of the seven officers.

Job Description

The Executive Secretary shall keep records of all Member Associations and their certified members for the purposes of voting and membership. He shall send minutes, serve notices, maintain records, and in general, perform all secretarial duties as needed. In the absence of the National President and General Technical Vice President, he is to preside over and carry out the duties of the chief executive.

Essential Duties

This position is charged with the following functions:

The Secretary is responsible for ensuring that accurate and sufficient documentation exists to enable authorized persons to determine when, how, and by whom the board's business was conducted. In order to fulfill these responsibilities, and subject to the organization's bylaws, the Secretary records minutes of meetings, ensures their accuracy, and availability, proposes policies and practices, submits various reports to the board, maintains membership records, fulfills any other requirements of a Director and Officer, and performs other duties as the need arises and/or as defined in the bylaws.

Accountability

The Secretary is accountable to the Board of Directors or Members.

Specific Duties

MINUTES

The secretary is responsible for ensuring that accurate minutes of meetings are taken and approved. Requirements of minutes may vary but should include at a minimum:

- date, time, location of meeting list of those present and absent
- list of items discussed
- list of reports presented
- text of motions presented and description of their nature

CUSTODIAN OF RECORDS

The secretary ensures that the records of the organization are maintained and made available when required by authorized persons.

MEMBERSHIP RECORDS

The Secretary ensures that official records are maintained of members of the organization and Board. He/She ensures that these records are available when required for reports, elections, referenda, other votes, etc.

MEETINGS

The Secretary participates in Board meetings as a voting member. The Secretary provides items for the agenda as appropriate. In the absence of the National President and General Technical Vice President, he is to preside over and carry out the duties of the chief executive. The secretary records meeting minutes as described above.

VOTING

In all voting instances, the National President, Regional Executive Directors, or their designates, are to carry out the election procedure according to the Bylaws. They must work from a list of currently active National certified card holders, which the Executive Secretary will maintain and provide.

General Duties

- Attend all NGJA board meetings
- Provide general council to the NGJA board
- Special projects as assigned by the President

Experience/Education

Minimum National Card

Brevet (Preferred)

Skills

Highly organized and detail oriented

Diplomatic

Can effectively function in a rapidly changing environment