



United in security leadership

Position

Secretary

Position Purpose

The UMSA Secretary is responsible for maintaining documents required for the management and operation of the Board of Directors. This includes tasks such as:

- preparation of meeting agendas, managing proxies and recording meeting minutes; and
- maintenance of other documentation required to effectively operate the alliance, such as organizational charts, contact lists, committee assignments, operating procedures, inventories, etc.

The Secretary assists the President and/or Vice-President in the organization, logistics and execution of board meetings.

The Secretary may be involved with various conference committees in either participatory (recommended) or leadership roles.

The Secretary is a voting member of UMSA.

The Secretary must uphold UMSA's code of ethics as stated in the bylaws.

Term

The Secretary assumes a 2-year commitment at the start of his or her position (September 1) and shall attend all UMSA board meetings through the end of his/her position (August 31).

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