



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).