

PSEA Secretary Job Description

Overview

The Secretary is an officer of the Pennsylvania Society of Enrolled Agents (PSEA) elected by the membership annually to serve a one year term. The Secretary manages meeting minutes to ensure effective administration of PSEA records. The Secretary must know and understand PSEA's core values, strategic plans, bylaws and policies and procedures.

Responsibilities

- The Secretary is a voting member of the Executive Committee.
- The Secretary manages the minutes of the Board of Directors meetings and the Annual Membership meetings. Ordinarily, draft minutes must first be distributed to the Board within fifteen business days of the meeting. Upon approval by the Board, minutes are posted on the website within five business days.
- The Secretary maintains PSEA documents and records including but not limited to its Bylaws, special rules of order, Standard Operating Procedures (SOPs), reports submitted to the Board and meeting minutes.
- The Secretary will relinquish a historical set of minutes and all other documents and records of the Society to the succeeding Secretary at the conclusion of his / her term of office.
- The Secretary or designee issues notice of all PSEA meetings to the membership. The Secretary or designee issues notice of the Annual Membership meeting to the membership at least thirty days prior to the meeting.
- The Secretary verifies a quorum is present at each Board meeting and Annual Membership meeting.
- The Secretary assists the President by tracking names of Board members who wish to speak during the meeting.
- The Secretary prepares a written report for Board meetings and a written annual report for the Annual Membership meeting.
- The Secretary must maintain strict confidentiality with respect to disclosure of the books and records at all times.
- The Secretary may not delegate his / her responsibilities to any other individual at any time.

- The Secretary maintains open communication and promotes cooperation with the PSEA Board of Directors.