

# SECRETARY

*The content of this document is furnished for guidance purposes only and should not be construed as a commitment by SPA. The SPA Board understands that this document supplements information contained in the current Bylaws ([see here](#)), serving as a tool to appropriately guide and inform members regarding Board Member and Staff expectations and roles consistent with the current transitions of our organization. If you have any questions about this document, please reach out to the Chair of the Leadership Development Committee, Jill Clemence at [ajillclemence@rrmc.org](mailto:ajillclemence@rrmc.org) or the SPA Executive Director, Nathan Victoria at [nvictoria@personality.org](mailto:nvictoria@personality.org).*

**Selection and Period of Office:** The Secretary is elected every three years, assumes office January 1<sup>st</sup> following the election, and serves for a period of three years and may be elected to two consecutive terms. Although they may not run for a third term, they may run for an alternate office.

**Vacancy:** A vacancy occurring on the Board as a result of the death, resignation, retirement, incapacity, disqualification or removal of a director shall be filled by and elected by the Board based on nominations by the Leadership Development Committee. A director filling a vacancy shall serve for the unexpired term of their predecessor in office and until their successor is elected and installed.

## **Qualifications:**

1. Must be a Member in the Society
2. Should determine prior to accepting the nomination that they will have ample time to carry out the duties of a Secretary.

## **Duties:**

The Secretary shall oversee a process for the preparation and custody of the minutes of all meetings of the Board and the members, and for authenticating records of the Corporation, shall give or cause to be given notices in accordance with these Bylaws or as required by law, and, in general, shall oversee a process to ensure the performance of all duties customary to the office of Secretary or as may be determined from time to time by the Board. Such duties of the Secretary as may be specified by the Board may be delegated to the Executive Director or a designated member of the office staff.

More specifically, duties may include the following:

1. Take detailed and explicit notes of the proceedings of all Board meetings. These notes are then organized and sent to the entire Board for review and corrections.
2. Extract information from the minutes and formulate a “To-Do” list for each of the Board members who have agreed to take on a project or follow-up on an item.
3. Serve as a member of the Executive Committee.
4. Maintain all appropriate records.
5. Collaborate with the Central Office in handling correspondence pertaining to the professional affairs of the Society.
6. Carry out any additional tasks assigned by the President.

Finally, please see the Elections and Nominations page for more information about the process, including the policies and procedures regarding the election process, as well as the Candidate Leadership Guide that overviews the requirements and Strategic Culture Commitments all board members are required to adhere to:

<https://www.personality.org/elections-and-nominations>

## **Essential Experience/Expertise/Skills of Secretary**

The board identified several aspirational competencies in areas that the Secretary should show evidence. Those can be found in the [Candidate Leadership Guide](#). In addition to those competencies, Board members should:

- Hold an active SPA Early Career/Member/Fellow/Life Member/Life Fellow membership throughout their term.
- Have a History of leadership on one or more SPA Committees, task forces, and/or Interest Groups
- Commitment to the roles Diversity, Equity, Inclusion, and Justice play in leading a Society
- Flexible schedule to accommodate Association responsibilities
- A mindset in alignment with the SPA Strategic Culture Commitments, including a forward-looking and visionary mindset
- Previous experience on the SPA BOD or similar Psychological Society (preferred)

- History of leadership at the state, national, and/or international levels (preferred)

## **Time Commitment**

We encourage you to consider your capacity to invest time into this important leadership position for SPA. To provide more specifics, the SPA Board will meet at least four times a year, with an in-person meeting immediately before the SPA Convention in March and an additional in-person meeting in the Fall, to be scheduled at the beginning of the term year. The two other virtual conference calls will occur in June and December. Note that reading materials are provided to the Board prior to each meeting that require time to review in advance. In addition to these four meetings, the Secretary will need to allocate time for the Executive Committee Meetings which occur roughly every month. Most of the necessary work is easily addressed via email with SPA staff and committee members. Committee meetings, as required, are held virtually.