

SECRETARY TO THE BOARD OF COMMISSIONERS

DEFINITION

The Secretary to the Board is the person who is responsible for documenting the WMUA Board meetings. The success and effectiveness of the Board's operations depend mainly on how the Secretary assumes the roles and duties in an efficient and proper manner. To that end, the Board may specify the requirements that the Secretary must meet. The Secretary to the Board plays a critical role in fostering communication and ensuring proper management and utilization of important authority records. Generally, a Resolution, unless included in the WMUA by-laws, will set the duties and remuneration of the secretary, however, duties may change from time to time as may be assigned by the board. A secretary will be most useful to the Board of Commissioners when their role is shaped to meet the unique structure and needs of the board, rather than filing a standard job description. The secretary position has wide-ranging responsibilities, requiring much more than simple being present at all board meetings. Each Commissioner should carefully consider how the secretary can best serve the WMUA.

QUALIFICATIONS

- A commitment to, and a clear understanding of the mission of the WMUA
- Knowledge of meeting procedures, decision-making rules, governance policies and Board by-laws
- An adequate level of writing proficiency and access to a computer for word processing purposes
- The ability to communicate with a varied group of people.
- The ability to organize and prioritize tasks.
- The ability to take a project and run with it.
- The ability to organize a lot of tasks at once.
- Well versed in administrative work.
- Organized, detail-oriented and knowledge of Robert's rules of Order.
- Must be capable to extracting and communicating key information from lengthy conversations.
- Knows and complies with notice requirements with scheduling meetings.
- Well-equipped to records accurate minutes
- Ability to be aware and sensitive to special and confidential information discussed at meetings.

DUTIES AND RESPONSIBILITIES

- Scheduling of commissioner of upcoming meetings
- Maintaining records and stay on top of commissioners' tasks.
- Accurate record concise and transparent meeting minutes.
- Sign a copy of the final, approved board minutes to attest to their accuracy, then enter into the record.
- Keep copies of the WMUA's by-laws and the board's policies.
- Keep a list of officers, commissioners, committees.
- Timely notify commissioners of meetings.
- Keep accurate Minutes of meetings
- Records of motions, deliberations, actions and decisions.
- Record resolutions of the Board and voting results.
- Records all corrections to Minutes
- Retain copies of Minutes of both Board/committee meetings in a special or organized register or book.
- Distribute copies of Board Minutes and actions to commissioners promptly after meetings.

- Conducts general Board correspondence.
- Signs official documents of the WMUA as required.
- Provide for the safe keeping of all official contracts and records of the WMUA
- Timely publish notices of scheduled meetings to the public.
- Ensure that official records are maintained and available when required for reports etc.
- Ensures that an up-to-date copy of by-laws are available at all meetings.
- Ensures the proper notification is given of commissioner meetings as specified by the by-laws.
- Handles the general correspondence of the Board of Commissioners.
- Creation and maintenance of an up-to-date board planning calendar
- Maintenance of a full contact list of commissioners including appointment dates, term of appointments, term expiration and commissioner bios.
- The updating, maintaining and safe storage of the WMUA Minute Book and other legal documents.
- The Maintenance of a file or manual of governance policies and a systematic schedule for their review as determined by the board.
- Responsible for reviewing and updating documents as necessary.
- Ensure the distribution of meeting agenda and related documents and information to the Board.
- Will coordinate with HR Coordinator in assisting new commissioners with onboarding as a whole.
- Will assist new commissioners with orientation.
- Inform absent Commissioners what they missed at a meeting.

EXPERIENCE

Minimum of two years' experience in administration. Strong organizational skills, time and ability to meet deadlines and produce notes and Minutes in a timely manner for distribution and action by the Board. Excellent notetaking, transcription and computer literacy skills. An understanding of the effective functioning of a MUA. Sensitivity to group dynamics and familiarity with structure and process of board and/or committee meetings. Decisive, innovative, and flexible with the ability to compromise and strongly service oriented. Hold a Bachelor degree in law, finance, accounting or management or their equivalent, and has relevant practical experience of no less than (3) years; or

Has relevant practical experience of no less than (5) years.

EVALUATION

The effectiveness of the secretary's role, conduct and position description may be evaluated as part of the evaluation of the board itself.

Please send resume and cover letter to ddiggs@wmua.com