

SECRETARY

Division: Administration

Reports to: General Chair

Elected: In even year at the HOD meeting

Term: 2 years

3.5.6 Secretary

The Secretary, or a delegate, shall be responsible for keeping a record of all meetings of the House of Delegates and Board of Directors, conducting official correspondence, issuing meeting and other notices and shall perform the other duties incidental to the office of Secretary.

Duties and Responsibilities:

- Attend and participate in all Board of Directors and House of Delegates Meetings
- Solicit agenda items for all Board of Directors and House of Delegate meetings as well as consent agenda reports from all committees
- Create the Agenda for all Board of Directors and House of Delegates Meetings
- Collect and collate all consent agenda reports and collaborate with the office staff to distribute them no later than 7 days before the Board Meeting.
- Keep a record (meeting minutes) of all Board of Directors and House of Delegates Meetings
- Collaborate with the office staff to ensure meeting minutes and other notices are distributed and posted to the website and the general membership within one week of the Board Meeting.
- Attest the execution of all duly authorized instruments
- Carry out the LSC Strategic Plan
- Attend USA Swimming conventions and meetings as deemed appropriate by the LSC
- Perform all duties in a professional manner that coincides with and represents the New England Swimming mission to: *“Provide opportunities for all to achieve their highest potential in competitive swimming.”*
- Perform all other duties as requested by the General Chair, Board of Directors or House of Delegates