

**ARCTIC RESEARCH CONSORTIUM OF THE UNITED STATES
SECRETARY OF THE BOARD OF DIRECTORS
JOB DESCRIPTION**

GENERAL RESPONSIBILITIES

Organizations are required by law to maintain certain records for several purposes, including:

- Accurate recollections of decisions;
- Determination of eligibility to vote;
- Continuity of policies and practices; and
- Accountability of directors and officers.

The Secretary is responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements, and to enable authorized persons to determine when, how, and by whom the board's business was conducted. In order to fulfill these responsibilities, and subject to ARCUS bylaws, the Secretary oversees the production of minutes of meetings, ensures their accuracy and availability, proposes policies and practices, submits various reports to the board, oversees maintenance of membership records, fulfills any other requirements of a Director and Officer, and performs other duties as the need arises and/or as defined in the bylaws.¹

ACCOUNTABILITY

The Secretary is accountable to the Board of Directors as specified in the bylaws. Through the Board of Directors, certain duties of the Secretary may be delegated to the Executive Director, Board members and/or committees as appropriate.

SPECIFIC DUTIES

The Secretary is responsible for ensuring that accurate minutes of meetings are taken and approved. The Secretary ensures that a copy of the minutes is maintained in the corporate records.

¹ This document uses the word "ensure" to convey the intent that accountability for the specified responsibilities lies with the Secretary but it is not necessarily the Secretary who carries out the activity. We expect that many of these responsibilities will be delegated to board committees, staff, or others including experts retained for a specific purpose. The word "ensure" is not intended to imply any additional source of legal duties beyond those that are required by law.

CUSTODIAN OF RECORDS

The Secretary ensures that the records of the organization are maintained as required by law and made available when required by authorized persons. These records may include the founding documents, lists of directors, board and committee meeting minutes, financial reports, and other official records.

MEMBERSHIP RECORDS

The Secretary ensures that official records are maintained of members of the organization and Board. He/She ensures that these records are available when required for reports, elections, referenda, other votes, etc.

BYLAWS

The Secretary ensures that an up-to-date copy of the bylaws is available at all meetings.

COMMUNICATIONS

The Secretary ensures that proper notification is given of directors' and members' meetings as specified in the bylaws. The Secretary manages the general correspondence of the Board of Directors except for such correspondence assigned to others.

MEETINGS

The Secretary participates in Board meetings as a voting member. The Secretary provides items for the agenda as appropriate.

*Approved by ARCUS Board of Directors
July 20, 2009*