

Secretary's Position Responsibilities

Florida Association of Colleges & Employers (FloridaACE)

Three-Year Term with Two-Term Limit

Qualifications: Membership for Two or more Consecutive Years

1. Reports and is responsible to the President and the Executive Board of Directors.
2. Advises the Board and President on a regular basis of the Association's membership renewal efforts and outcomes.
3. Attends all Board of Directors' meetings.
4. Records and makes available the minutes of all Executive Board Meetings and Business Meetings. (Defined in Constitution)
5. Within 30 days of meeting, emails the minutes from both Board and Business Meetings to the Board members.
6. Provides copies of the minutes from both Board and Business Meetings for approval at meetings and then amends the official minutes as specified.
7. Mails materials distributed at the Board meeting to absent Board members.
8. Emails membership renewal notices each November followed by reminders and late notices in January, March, April, etc.
9. Verifies that membership dues are received and verifies and edits members' data in the online database. (Defined in Constitution)
10. Insures the membership database is made available to members as deemed appropriate by the Board. (Defined in Constitution)
11. Sends email receipt of dues to members.
12. When appropriate, forwards collected dues to Treasurer in a timely fashion with detailed explanation of dollars.
13. Updates the archived historical membership data to reflect the past year's membership roster activities as well as uploads all business and board meeting minutes to the appropriate section of the archive.

14. Provides needed training to new, incoming Secretary and any other appropriate Board members within two months of new member's service on the Board.
15. Serves on at least one conference committee and assumes duties as requested by the President.
16. Assists the Vice President in planning the annual conference.
17. Upholds, at all times, the policies and procedures of the Association.
18. Performs other duties as assigned.

(Updated 2019)