



JOB DESCRIPTION/DUTIES

OF THE SECRETARY

Purpose:

The UOAA is required to maintain records for the purpose of accurate documentation of decisions, continuity of policies and practices, and accountability of directors and officers. The UOAA Secretary will advise the MBoD on matters of policy and procedure. The Secretary will assist with the leadership and general promotion of the UOAA and will support the organization's mission and needs.

Mission:

The UOAA is an association of affiliated, non-profit, support groups who are committed to the improvement of the quality of life of people who have, or will have, an intestinal or urinary diversion. It is dedicated to the provision of information, advocacy and service to, and for, its affiliated support groups, their members and the intestinal/urinary diversion community at large. It is organized to grow and develop while remaining independent and financially viable.

Vision: To have a society where people with ostomies and intestinal or urinary diversions are universally accepted and supported socially, economically, medically and psychologically.

Major responsibilities:

- 1 Ensure that accurate and sufficient documentation exists for legal requirements.
- 2 Enable authorized persons to determine when, how, and by whom the board's business was conducted.
- 3 Submit various reports to the board.
- 4 Fulfill requirements of a Director and perform other duties as assigned or defined by the Constitution.
- 5 The Secretary will maintain the Standing Policies and Procedures as defined in the UOAA Constitution.

Length of Term: The length of each term is defined in the Constitution.

Meeting and time commitment:

- 1 Attend all scheduled Board meetings, generally held in January, May, August and October.
- 2 Adequate time to prepare and distribute minutes, policies and other documents needed by the UOAA.
- 3 The Secretary may be asked to attend special events or meetings as they are determined.
- 4 Be available for conference calls, as they are determined.
- 5 Represent self and the organization in a professional manner, including attire and actions.



JOB DESCRIPTION/DUTIES

OF THE SECRETARY

Expectations of a Secretary:

- **Minutes:**
 - 1 Date, time and location of meeting
 - 2 List of those present, with title , and absent
 - 3 List of items discussed
 - 4 List of reports presented
 - 5 Text of motions presented and descriptions of their disposition
- Minutes should have enough information to help absent directors and members understand what issues were discussed and decisions were made.
- **Documents:**
 - 1 Maintain current copies of policies and procedures.
 - 2 Provide copies of policies and procedures to the MBoD as needed.
 - 3 Update the Constitution as revisions are approved, and make copies available at each meeting.
- **Other Duties:**
 - 1 Ensure that notification is given of meetings and conference calls as required by the Constitution.
 - 2 Manages correspondence of the MBoD except for correspondence assigned to others.
 - 3 Participate in Board meetings as a voting member.
 - 4 Provide items for the agenda as appropriate.
 - 5 If President and Vice President are absent, the Secretary calls the meeting to order until temporary chair person is appointed.

Secretary is sufficiently familiar with legal documents (policies, by-laws, IRS letters, and constitution) to note applicability during meetings.