

**IEEE MGA Geographic Unit Officer Position Description**  
**POSITION TITLE: [Section Secretary](#)**  
**April 2017**

**OVERVIEW:**

The Section Secretary acts as the gateway between the Section members and the IEEE, having a leadership role in bringing the needs of members to the Executive Committee. The Secretary is often the main Section point of contact for members and volunteers, because official information is disseminated by the Secretary. The Secretary also has accountability for and ownership of the records and correspondence of the Section including meeting records, reporting officer changes, and submitting reports of committee activities. The Secretary's role is much more than record keeping – he/she is a steward of the Section's history and future, bringing critical data to enable decision making by the Executive Committee and deliver real value to members that keeps the Section engaged, relevant and sustainable in the long term. The Section Secretary plays a key role in ensuring that the IEEE members within the Section are engaging in IEEE activities. For a more detailed description of the Section Secretary's roles and responsibilities, visit the **Action Plan**.

**ROLE:**

The Secretary serves as a voting member of the Executive Committee (ExCom) of the Section.

**DESCRIPTION OF RESPONSIBILITIES:**

- Work together with the ExCom to oversee the management of the Section
- Prepare for, attend, and actively participate in all meetings of the Section ExCom
- Learn about [IEEE vTools](#), [SAMIEEE](#), and any other tools the Section uses to operate effectively
- Assist the Chair with meeting protocol, following Robert's Rules of Order
- Assist the Section Officers in planning a master calendar of activities and meetings
- Maintain records of Section meetings. This includes recording the actions/minutes of all Section meetings
- Maintain and store non-financial Section documents (e.g., History, Officers, Section meeting minutes)
- Work with the Section Chair in developing meeting agendas
- Ensure that the Section ExCom meeting notices are distributed to all IEEE Members within the Section and to the public, as appropriate (see [IEEE vTools](#))
- Maintain a roster of Section, Technical Chapter, and Affinity Group Volunteers. Ensure that the listing of or any changes of officers are reported to IEEE MGA via [IEEE vTools](#) as soon as possible but no later than 31 January
- Ensure that all Section meetings and activities are reported to IEEE MGA via [IEEE vTools](#);
- Ensure that the Section ExCom is aware of the Technical Chapter and/or Affinity Group activities by monitoring meeting reports
- Maintain and recommend revisions to the Section Operations manual, if applicable. Changes to the Section Operations Manual must be approved by the Section ExCom
- Provide recommendations on meeting locations and/or technical topics
- Suggest potential Officer nominees to the Section Nominating Committee
- Assist the Chair in identifying/recruiting volunteers for the Section's non-elected positions; present appointments to the Section ExCom for review
- Stay informed about IEEE and its business, mission, services, policies and programs
- Review IEEE documents as they relate to the position of Secretary, including the IEEE Constitution and Bylaws, IEEE Policies the MGA Operations Manual, all available [here](#)
- Exercise business judgment to act in what is reasonably believed to be in the best interest of IEEE, its members and the general public and not on behalf of any individual, entity or interest group

- Disclose any real or perceived personal conflict of interest with matters before the Section Executive Committee or which might otherwise conflict with the fiduciary duties owed to the IEEE
- Act as mentor to your successor, and transfer all Section records to the new Secretary

#### **ELIGIBILITY:**

To serve as Secretary, the individual must be an IEEE Graduate Student Member, Member, Senior Member or Fellow in good standing, and must reside in the geographic boundaries of the Section

#### **Suggested Strategies and Resources**

- Help subunits share information and speakers; assist with identifying Distinguished Lecturers
- Utilize a Section Secretary calendar to ensure the Section meets IEEE deadlines
- Prepare a monthly [eNotice](#) for members describing all upcoming events; may include non-IEEE events of interest
- [Center for Leadership Excellence](#) has resources for all Section officers
- Use [vtools](#) for meeting registration, sending notices, setting up a survey or web conference, reporting meeting attendance, reporting officers, dashboard statistics about your Section, and for elections
- It may be the Secretary's responsibility to order refreshments for meetings
- Make good use of your mentor. Create an ongoing list of questions that need to be addressed. Feedback on additional information that Secretaries need will help future Section Secretaries.