

BHC Secretary Job Description

Overview of the Secretary's Role

As one of the BHC Officers, the Secretary assists in overseeing the ongoing administration of the BHC and executing the policies that have been decided upon by the Trustees. The Secretary ensures that BHC records are safely archived and updated as needed, so that can be accessed when appropriate.

Each year, the Secretary is responsible for:

- Sitting on the executive committee
 - The committee is responsible for handling urgent situations that may arise in between the Trustees' meetings.
- Maintaining the administrative files of the BHC
- Conducting routine correspondence, including
 - Ensuring that the time and location of the annual members meeting is disseminated to the members in a timely and effective fashion, usually no later than at the preceding annual meeting
- Coordinating member affairs, including communications to the membership
- Presenting a brief report at the annual members meeting
- Attending and taking minutes at Trustees' meetings and the annual members meeting
- Notifying members of the date and location of annual meetings no later than the prior annual meeting
- Proposing a location for the annual scholarly meeting to the Trustees
- Coordinating elections in timely fashion
 - Receive nominations and nominee bios from the nominating committee
 - Create the online ballot at least two months prior to the annual members meeting
 - Ensure voting is secure
 - Notify membership of election processes & deadlines
 - Tabulate election results & communicate results to membership and candidates
 - managing any other ballot process, such a voting on bylaw amendments
- Serving as a liaison between the Officers, the Trustees, the standing committees, prize committees, and any ad hoc committees, and the members
 - Inform the President-Elect of the responsibilities associated with that position
 - Inform the President of the responsibilities associated with that position
 - Inform the Past-President of responsibilities associated with chairing the nominating committee
 - Advising and supporting the Director of the Doctoral Colloquium as appropriate
 - Notify trustees of meetings (10 days prior to an ad hoc meeting, four weeks prior to regular meetings) and ensure that the relevant committee reports and

other documents reach the trustees sufficiently in advance of said meeting (ideally two weeks in advance)

- Shortly after the annual meeting inform each committee chair of the committee's membership, responsibilities, and timetable for completion of mandated tasks
- Monitor as needed the standing, prize, and ad hoc committees so that they remain on schedule for their particular responsibilities
- Serving as a nonvoting advisor to the Program Committee(s)
- Undertaking other appropriate tasks as agreed by the Trustees