

## **IAJGS**

### **Responsibilities of the Secretary of the Board of Directors**

The Secretary is one of four Officers of the IAJGS Board and a member of the IAJGS Executive Committee, responsible for information management and official communications of IAJGS.

Specifically, the Secretary's duties include:

- Providing notice of meetings of the Board, the Annual Meeting of the Membership, and any special meetings of Members.
- Coordinating the voting at, or in advance of, the Annual Meeting for eligible Members.
- Recording the minutes of meetings of the Board and Membership.
- Maintaining digital access to and archiving Board meeting minutes and other official records such as membership and contracts.
- Maintaining records of annual awardees and grant recipients, arranging to produce award certificates and plaques, and soliciting reports from grant recipients.