

Brief Overview of current VES global BOD Secretary duties (2025)

If you're interested in running for VES global BOD Secretary, perhaps this overview will shine a bit of light on the duties of the role. The HQ staff provides support, but this may give you a sense of the monthly time commitment.

BOD Minutes

- Traditionally 5 mandatory meetings/year - Jan/Mar/May/Sept/Nov.
- A professional outside hire takes actual BOD Minutes, but the Secretary does too, as some things get nuanced.
 - o Secretary coordinates the Minutes upload and sends an email to the BOD & Alternates with a link for a vote.
 - o After the Minutes are announced as approved (or corrections noted) at the following BOD meeting, the Secretary oversees that they are posted for the entire membership. MEMBERSHIP section / CORE Documents / Board Minutes.

EC Minutes

- Currently, the EC meets twice a month - 2nd Wed (30 min) and 4th Wed (60 min).
- Secretary takes and prepares these Minutes.
- Oversees the posting of the Minutes to the EC.

Section & BOD Committee Reports – Meetings and Compilation

- The Section Coordinator schedules Section meetings for the Section Officers and the EC every 2 months (Jan-Nov) for 60 minutes. (No Minutes taken.)
- BOD Committee and Section Reports are compiled 2x year – May and Nov by HQ. These should be noted in the Secretary's BOD meeting send (added to the documents for the BOD) so they are aware of Section & Committee activities.
 - o These Reports are highlighted on the website -- MEMBERSHIP section / CORE Documents / Compilation Reports link.

Signature/s and Logistics

- Sign any documents that need to be noted by the Secretary such as amended Bylaws, etc.
- Should the Chair and/or Treasurer not be available, the Secretary may be called upon to sign certain bank or financial documents.

Conclusion

These are the overall 'headline' duties... more details are available for the person who actually becomes the Secretary. The staff is small and quite overworked as it is, so the BOD officers need to be aware and step up to do their required duties. I am very happy to have a chat with anyone who is interested.

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