

# ASBMB Position Description: Secretary

**Position Title:** Secretary, Council

**Description:** The Secretary shall be responsible for preparing or supervising the preparation of the minutes of the Council and of the Society, and for seeing that all notices are duly given in accordance with the provisions of these Bylaws or as required by law; shall serve on the Nominating Committee; and shall perform such other duties as may be prescribed by the Council.

## Position Roles and Responsibilities

Those duties required of councilors, and:

- Serve on the Executive Committee of the Council.
- Serve on the Nominating Committee.
- Review the minutes of the Society.
- Present results of ASBMB elections to membership.
- Review any nominations for membership referred from the CEO.  
*Note: in practice, this responsibility has been delegated to staff.*
- Perform such other duties as may be prescribed by the Council.

## Qualifications:

- Demonstrated commitment to exceptional board practices.
- Experience in group facilitation, encouraging open communication and in-depth discussion.
- Ability to devote adequate time to council responsibilities.
- and, those required of councilors:
  - Current ASBMB membership.
  - Knowledge of ASBMB’s mission, policies, programs, services, strengths, and needs
  - Knowledge of the goals of ASBMB and detailed understanding of the Society activities from prior participation on committees or other engagements with the Society is strongly preferred.
  - Necessary bandwidth to participate fully and complete responsibilities of the office.
  - The ability to think strategically and analytically and to effectively communicate thoughts and the reasons for them.
  - Ability to be open and listen and hear and value all perspectives.
  - Possession of earned respect of other key stakeholder group members.
  - The ability to work well with others as a member of a collaborative group with group decision-making authority and an understanding of the fiduciary duties of loyalty, care, and obedience.
  - Demonstrated understanding of the differences between “oversight” and “supervision.”
  - Earned reputation for emotional maturity, personal integrity, and honesty.
  - A demonstrated familiarity with the body of knowledge related to both the process for which the Council is responsible as well as the substantive content of the subject area within which decisions and choices will have to be made.

**Commitment:**

- 3-year term.
- Monthly Executive Committee calls.
- Two to three annual, 1.5-day in-person meetings of the Council. A spring meeting in conjunction with ASBMB's Annual Meeting, and a summer and fall meeting at ASBMB headquarters in Rockville, Maryland. ASBMB covers councilor travel expenses for the Rockville meetings and provides partial expense coverage for the spring meeting. Attendance to these meetings is required, and councilors are expected to review and be familiar with advanced material shared pre-meeting.
- Limited, additional meetings as needed, typically by videoconference.
- Engage in limited business conducted by email.

**Orientation:**

- A videoconference to review and discuss the expectations and fiduciary roles of Council members.

**Recognition and Reward:**

- Complimentary registration to the ASBMB Annual Meeting.
- Receive a commemorative plaque.

**Benefits:**

- Help to shape the future of the organization and the field.
- Opportunity to engage, network, and exchange ideas with leaders in the community.