

ISACA Atlanta Chapter – 10/07/2015

Board of Directors Position Roles and Responsibilities

Secretary

The chapter secretary maintains the chapter records, minutes from board meetings, and the chapter bylaws. The secretary is responsible for the maintenance and retention of forms, documents, and correspondence.

Major Responsibilities

1. Acts as parliamentarian for all board and chapter meetings
 - a. Understands parliamentary procedures, as designated in bylaws
 - b. Instructs board members and answers questions about the correct use of parliamentary procedure
 - c. Ensures all meetings are conducted in an orderly and organized manner
2. Calls the roll and records attendance at all board meetings
3. Keeps written minutes of all chapter board meetings and reads minutes of previous board meetings to membership, as necessary
4. Maintains all chapter records, except those specifically assigned to other officers or committees. Examples of these documents may include, but are not limited to:
 - a. Meeting minutes
 - b. Bylaws (sometimes assigned to bylaws committee)
 - c. Charter
 - d. Incorporation records
 - e. Insurance records
 - f. Official chapter membership list (sometimes assigned to membership director)
 - g. Corporate seal (if applicable)
5. Maintains current-year working file for the chapter
 - a. Creates files in accordance to chapter policy and procedure
 - b. Collects appropriate materials from officers, directors and chairs
 - c. Ensures files are accurate and complete
6. Presides over board and chapter meetings in the absence of the president and vice president
7. Receives mail from chapter post office box (if one is established) on a regular basis
8. Issues meeting notices for all chapter board meetings and other meetings, as appropriate
9. Oversees chapter correspondence, except those that are specifically assigned to other officers
 - a. Prepares and sends chapter correspondence in a timely manner
 - b. Answers chapter correspondence in a timely fashion
10. Works with the chapter membership director/committee to maintain record of all officers, board members and general membership
 - a. Ensures rosters are up to date
 - b. Notifies [ISACA International](#) of newly elected or appointed officers, board members and/or committee chairs
11. Manages an annual survey of the chapter membership.

Reporting Responsibilities

The chapter secretary reports to the president and is responsible to the chapter board and chapter membership. The following committees may report to the secretary:

- *No committees identified at this time.*
- Records Management Coordinator
- Scribe Coordinator

Each of these committees may also work closely with the education/program/arrangements committee chair(s).

Records Management Coordinator

- Record, distribute, and post the meeting minutes from all Board meetings
- Record all motions, create votes, and follow through on reaching quorum on motions
- Assist Secretary with responsibilities as assigned

Scribe Coordinator

- Record, distribute, and post the meeting minutes from all Board meetings
- Record all motions, create votes, and follow through on reaching quorum on motions
- Assist Secretary with responsibilities as assigned

Turnover Procedures

When turning over to the new secretary, the following steps should be completed:

- Prepare a list of all outstanding items related to the duties of secretary, including contracts, open correspondence, etc.
- Ensure post office box key is transferred to the new secretary, if applicable.
- Submit names and membership ID numbers of new officers, board members and/or chairs to [ISACA International](#).
- Transfer the permanent file to the new secretary.
- Attend the turnover meeting as scheduled by the president. Turn over all documentation, procedural manuals, software, inventory, etc.
- Ensure that mailing labels, stamps, envelopes and stationery (if applicable) are turned over to the new secretary.