

**Job Description for the
Office of ISHLT Secretary
Approved October 20, 2017**

The Secretary of the International Society of Heart and Lung Transplantation is an Officer of the Society elected by the membership to a one-year term with the potential for two additional terms.

Responsibilities

- Serves as a member of the Executive Committee
- Works closely with the Executive Director, President, and other members of the Executive Committee to provide leadership of the Society
- Determines the presence of a quorum for all Board and Executive Committee conference calls and meetings
- Assists the President in maintaining an orderly process for Board and Executive Committee discussion and decision-making
- In conjunction with Staff, records, reviews, corrects, and approves minutes from the Board and Executive Committee meetings and conference calls
- Assists the Executive Director in drafting motions for the Board meetings and conference calls
- Ensures that all Board and Executive Committee decisions and actions are made in compliance with the Bylaws, Articles of Incorporation, and all governing laws
- Ensures that all Board and Executive Committee decisions and actions are either in compliance with Society policies or are accompanied by an explicit acknowledgment that the decision / action is not in compliance with Society policies
- Drafts correspondence on behalf of the Board, President, Executive Committee, or Society as directed by the President, Board, or Executive Committee
- Ensures that all notices are duly given in accordance with the bylaws or as required by law
- Ensures that all corporate records, including all notices and voting records, whether in electronic or paper form, are maintained in accordance with the approved file retention policy of the Society
- Ensures that the Society maintains accurate email and mail addresses of every Society member
- Performs other duties as directed by the President, Board, or Executive Committee

Qualifications for Office

- Leadership, organizational, and oral/written communication skills
- Ability to convey complex topics accurately and succinctly in written format
- Ability to work collaboratively with staff, other leaders, and members in a volunteer organization
- Ability to respond to requests and inquiries from staff, other leaders, and members within 72 hours
- Ability to participate in scheduled conference calls and meetings of the Executive Committee and Board
- Personal affirmation of agreement to adhere to the Society's statement of purpose, abide in all respects with the corporate policies set forth in the bylaws and elsewhere, and characterize personal commitment to the mission, purposes, and values of the Society

Time Commitment

- Bi-weekly Executive Committee conference calls lasting one hour each
- At least 2 Board conference calls lasting 2 hours each
- 3 half-day face to face Executive Committee meetings
- 3 2-day face to face Board meetings
- 5 hours per week reading and responding to emails, providing input and feedback, reviewing / editing / drafting documents and reports, and preparing for meetings and conference calls

Key Interactions/Communications

- President
- Executive Director
- Executive Committee members
- Board members

What Success Looks Like

- The Board and Executive Committee meeting minutes are a timely and accurate reflection of the key discussions, decisions, action items, deadlines, and expected outcomes.
- Voting items presented to the Board contain the details and clarity necessary to accurately reflect the decision to be made, the actions to be carried out by the relevant members and/or staff, and the associated deadlines and expected outcomes.
- The records and files of the Society are maintained safely and accurately