



## **Duties of the IASP Secretary**

From the IASP Bylaws:

**5.01 Officers.** The Officers of the Association shall be a President, the President-Elect, the Immediate Past-President, a Secretary, and a Treasurer. The Council may designate other officers. Election as an Officer shall not of itself create any contract rights in the Officer or the Association. The Officers make up the Executive Committee of the Council and Association.

**5.02 General Powers and Duties.** Subject to the control of the Council, all Officers as between themselves and the Association shall have such authority and perform such duties in the management of the Association as set forth expressly in these Bylaws or as expressly provided by the Council. Projects involving sponsorship by the Association shall be submitted to and approved by the Executive Committee before any agreement is effective.

### **5.03 Specific Powers and Duties**

**D. Secretary.** The Secretary shall oversee a process for the maintenance of the corporate books and records of the Association (other than the financial records) and the preparation of the minutes of all meetings held by the Members, the Council, and the Executive Committee. The Secretary shall serve as the Chair of the Audit Committee and perform such other duties as provided by the Council.

In practice, the responsibilities include:

- Serving as a member of the Executive Committee.
- Participating in monthly Executive Committee conference calls.
- Responsible for taking meeting minutes and tracking all Council and Executive Committee action items.
- Being a signatory to certain governmental forms and IASP contracts.
- Chairing the Audit Committee.
- Attending in-person an annual one-day Executive Committee meeting and three-day Council meeting usually held in late February. IASP will cover all travel expenses.
- Attending one in-person Executive Committee meeting usually in Washington, DC with the IASP Secretariat. IASP will cover all travel expenses. (this usually does not happen during a Congress year)
- Attending the IASP General Assembly at the IASP World Congress in Amsterdam on 9 August 2024.
- Additionally, the newly elected Executive Committee will meet during a late lunch on 9 August 2024 following the final plenary session.
- Participating in 4-6 Council conference calls per year.
- Responding in a timely fashion to other IASP activities or requests.
- Serving in a leadership role on various IASP committees.
- Completing and submitting the IASP Disclosure Form.