



## IPMS/USA Executive Board, Secretary Role and Responsibilities

### Summary

The Executive Board Secretary plays a crucial role in supporting IPMS/USA through various communications, meeting logistics, general inquiries, and the management of Special Interest Groups (SIGs). This role requires dedicated time on a monthly basis (approx. 80 hrs.), is instrumental in ensuring the smooth operation of our activities, much of it via email. As a potential candidate, your organizational skills, attention to detail, adaptability, and problem-solving abilities are highly valued.

### Responsibilities

- Constitution and Bylaws:
  - The Secretary shall keep the minutes of all official meetings and ensure they are made available to the general Membership via the IPMS/USA website.
  - The Secretary shall assist the President at the national meeting.
  - The Secretary will function as the Corresponding Secretary when necessary.
  - The Secretary will assist National Officers with correspondence when necessary.
  - The Secretary will be responsible for all correspondence with and liaison between any foreign IPMS and IPMS/USA branches.
- Operational/Functional:
  - Act as the **first point of contact** for members and external inquiries, including but not limited to:
    - Managing incoming emails from the IPMS/USA General Inquires webpage directed to [ipmssec@ipms.org](mailto:ipmssec@ipms.org) and forwarded to [ipmsusasec@gmail.com](mailto:ipmsusasec@gmail.com).
    - Tracking of inquiries and responses to support quarterly reporting.
    - Redirecting inquiries to the appropriate subject matter expert as needed.
    - *Note: A preferred method to support this activity must be established. Each previous Secretary has their own management method.*
  - **Provide Eboard support** including but not limited to:
    - Managing the annual calendar of activities of the Eboard.
    - Organizing and scheduling monthly meetings and sending meeting invites.
    - Engaging with the Eboard at the monthly meeting and throughout the month via email.
    - Capturing meeting notes and minutes and circulating them for approval.
    - Posting approved meeting minutes to the IPMS/USA website and DropBox.
    - Preparing agendas for monthly meetings.
    - Managing action items and monitoring activities through to completion.
    - Managing [annual meeting materials](#), ensuring that all responsible members complete inputs and are prepared for the National Convention Business Meeting.
    - Coordinating support for annual member [policy reviews and tracking](#) such as the Code of Ethics and Conflicts of Interest.

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- Keeping the [master contact list](#) current for Eboard and Staff emails and phone numbers.
  - Coordinating quarterly status reports with the Eboard and staff. Preparing the Secretary status report input of activities and successes.
  - *Note: Templates will help in this role, as many have already been created.*
  - **Oversee the management of [Special Interest Groups](#)**, including but not limited to:
    - Reviewing the existing recommendations for SIGs on an annual basis.
    - Supporting request for new SIGs creation via the IPMS/USA website AND listings in the IPMS/USA Journal.
    - Monitoring SIGs to validate that they are current and relevant to IPMS/USA.
    - *Note: Recommended guidelines were established in 2024 and are posted on the [Special Interest Group webpage on the IPMS/USA website](#).*

### **Skills and Experience:**

1. Ability to write clearly and communicate effectively through emails, meetings, and other documents. Highly recommend the use of a spell and grammar checker.
2. Ability to coordinate meetings and create agendas.
3. Ability to prioritize activities and follow-up to bring action items to closure.
4. Understanding and use of Microsoft Office applications (Word, Excel, PowerPoint), Google email, Zoom, and DropBox.
5. Understanding and use of posting to the IPMS/USA website is needed. Training can be provided.
6. Understanding and use of searching the membership database (Wild Apricot). Training can be provided.

### **Relevant Online Resources:**

- [IPMS/USA Wild Apricot Membership and Events](#)
- [IPMS/USA Membership Home Page](#)
- [IPMS/USA Special Interest Groups Web Page](#)
- [IPMS/USA Region Map](#)
- [IPMS/USA Officer Directory](#)
- [IPMS/USA Executive Board Meeting Minutes Index Web Page](#)
- [DropBox – Shared Account Credentials](#)
- [Zoom Meetings – Shared Account, IPMS/USA Role Credentials](#)
- [IPMS/USA Secretary Email Forwarding to Google Mail](#) - ipmsusasec@gmail.com (Credentials are secured through password)