

| 1.0 DESCRIPTION OF ROLE | |
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| 1.1 | Manages, maintains and publishes key documentation critical to Technical Community-level documentation and information. The documentation may originate in the secretary's office or be generated by other individuals in the Technical Community leadership positions. |
| 1.2 | Maintains and/or publishes information including, but not necessarily limited to, the Technical Community Leadership Team meeting minutes, Technical Community leadership rosters and organization charts, and other documentation as may be deemed necessary to help assure consistent and prudent Technical Community operations. |
| 1.3 | Is responsible for the accuracy of documentation published/distributed under his or her signature. |
| 1.4 | One- or two-year terms for each elected position. Maximum of two (2) consecutive years holding a single elected position. A member leader can hold a position more than once as long as there is at least one term period between holding that position. |

| 2.0 QUALIFICATION OF ROLE | |
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| 2.1 | Is a Professional, Senior, or Fellow member of the Technical Community and Society in good standing. |
| 2.2 | Has interest in and commitment to serving the Technical Community in a voluntary management capacity. |
| 2.3 | Has the best interest of the Technical Community and Society at heart and will not knowingly enter into a perceived/potential conflict of interest situation. |
| 2.4 | Must be a strong collaborator, motivator, and forward thinker. |
| 2.5 | Should demonstrate a proven track record of successful project completions. |

| 3.0 RESPONSIBILITIES | |
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| 3.1 | Participates as an active member of the Technical Community Leadership Team. |
| 3.2 | Gives notice to Leadership Team members and Technical Community members, as applicable, of all annual and special meetings. |
| 3.3 | Assists in preparation and submittal of the Technical Community reports. |
| 3.4 | Assists in the preparation of the Technical Community business plan and budget. |
| 3.5 | Submits Leadership Team and Technical Community member meeting minutes to the Leadership Team for review and approval and publish approved minutes as directed by the Chair. |
| 3.6 | Maintains documentation developed by the Technical Community. |
| 3.7 | Receives nomination petitions per the TC Structure procedure. |
| 3.8 | Receives written Technical Community Council member resignation requests. |
| 3.9 | Appoints one or more deputies, if desired, and delegates duties to these deputies as approved by the Technical Community Leadership Team. Deputies shall be regular members of the Technical Community. |
| 3.10 | Performs other duties, not specifically covered here, as authorized or directed by the Technical Community Leadership Team or other instructions in the TC Structure procedure and Technical Community procedures. |



FUNCTION: MEMBER COMMUNITIES

SUB-FUNCTION: Technical Communities

TYPE: Position Guide

NAME OF POSITION: TC Secretary

APPROVAL DATE: 20190522

EFFECTIVE DATE: 20190531

| 4.0 MEASURES OF ROLE | |
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| 4.1 | Records minutes of meetings and activities and track and monitor action items to ensure proper closure. |
| 4.2 | Keeps true and accurate record of Leadership Team and Technical Community member meetings. |
| 4.3 | Maintains the records related to officer nominations and resignations as part of the duties of the office. |
| 4.4 | Completion of actions and/or additional duties as directed by the Technical Community Leadership Team members. |

| 5.0 ASSOCIATED GOVERNANCE DOCUMENTS | |
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| <i>Policies</i> | Technical Communities Council Policy |
| <i>Procedures</i> | Technical Community (TC) Structure |
| <i>Work Instructions</i> | N/A |
| <i>Templates</i> | N/A |
| <i>Forms</i> | N/A |
| <i>Position Guides</i> | N/A |

| 6.0 REVISION NOTES | |
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| <i>Description of Current Revision</i> | |
| <i>Type of Revision</i> | <input checked="" type="checkbox"/> Standard Revision <input type="checkbox"/> Temporary Deviation |
| <i>Deviation Termination Date (If Applicable)</i> | N/A |
| <i>Proposing Individual/Group</i> | Technical Community Council |
| <i>Date of Review (Bylaws Committee)</i> | <i>Date:</i> 20190522 |
| <i>Designated Approval Authority</i> | Technical Community Council |
| <i>Approval Date</i> | <i>Date:</i> 20190522 |
| <i>Effective Date</i> | <i>Date:</i> 20190531 <i>Note: (If Applicable)</i> |

| 7.0 GOVERNANCE DOCUMENT HISTORY | |
|---------------------------------|----------------------|
| <i>Governance Document ID</i> | <i>Revision Date</i> |
| | YYYYMMDD |