

## **Job Description of NJS Secretary**

Embody the mission of New Jersey Swimming

*“Advancing competitive swimming in New Jersey through fair and inclusive opportunities.”*

The Secretary is a member of the Board of Directors elected by the House of Delegates in an even-numbered year for a two-year term beginning at the conclusion of the Spring HOD of the year in which the election takes place. As long as the member is in good standing, he or she may serve in this capacity, as there are no term limits to this position. The Secretary will serve as a member of the Executive Committee.

Specific duties of the Secretary are as follows, but not limited to:

- The Secretary, or a delegate, shall be responsible for taking/transcribing/submitting minutes of the Board of Directors and House of Delegates meetings.
- Submitting to the NJS Office minutes to be posted on the NJ Swimming website.
- The Secretary or staff of NJS’s permanent office shall be custodian of the records of all meetings of the HOD and BOD for future reference.
- The Secretary's custody of the minute books and other records shall be a fiduciary for NJS and shall end when the Secretary leaves the office and shall pass them on to the successor Secretary.
- The Secretary shall perform any other duties incidental to the office of the Secretary.