



## International Secretary Position Description

**Overview:** The International Executive Committee (IEC) provides general oversight and strategic leadership for the larger association and the International Governing Council. Members coach and mentor leaders at all levels and work closely with region and committee chairs to ensure that the goals of the association are met. Members also provide support to headquarters staff for human relations and personnel issues, the adjustment of budgets, ethics and administrative matters, day-to-day operational matters and emergency matters requiring immediate or timely action. Between meetings of the Board of Directors, the International Executive Committee, along with the International Governing Council, has the authority of the Board in the managing of the business of the Association.

**Role:** The International Secretary provides oversight for the development of minutes for IEC, IGC and BOD meetings and serves on the Right of Way Magazine Editorial Committee, in partnership with the Vice President and Publisher. The Secretary also provides notice of all meetings of the Board required by the Bylaws or by law to be given and perform such other duties as may be prescribed by the Board of Directors, or as may be ordinarily required of the secretary of an association.

**Qualifications:** The Secretary must have been a member in good standing of a chapter or chapters of the Association for a period of not less than three years immediately preceding the annual election of such officers; and must either (1) have served for a minimum of one year as an elected officer of a chapter of the Association, or (2) have served a minimum of one year as chair or vice chair of one of the committees of the Association. International Executive Committee members must hold an active SR/WA designation.

**Competencies:** The Secretary should demonstrate the following core competencies:

- **External Awareness:** Understands and keeps up-to-date on local, national, and international policies and trends that affect the organization and shape stakeholders' views; is aware of the organization's impact on the external environment.
- **Vision:** Takes a long-term view and builds a shared vision with others; acts as a catalyst for organization change. Influences others to translate vision into action.
- **Strategic Thinking:** Formulates objectives and priorities, and implements plans consistent with the long-term interest of the organization in a global environment, Capitalizes on opportunities and manages risks.
- **Entrepreneurship:** Positions the organization for future success by identifying new opportunities; builds the organization by developing or improving products or services. Takes calculated risks to accomplish organizational objectives.