

## **Secretary Job Description**

The Secretary/Historian is elected every three years by the national NLG membership. This position is responsible for recording and sharing the institutional knowledge of the organization, and participating on the National Executive Council (NEC) and Executive Council (EC). Tasks of this position include:

### **NEC Meetings**

The Secretary attends all NEC meetings and is responsible for either taking or assigning notetaking functions. After the meeting, the Secretary edits and shares the notes with NEC members in a timely fashion and ensures they are added to the NEC Resources maintained by the National Office. The Secretary also assists the President in scheduling NEC/EC meetings and preparing NEC/EC agendas.

### **Institutional Knowledge**

The Secretary will familiarize themselves with the documents and practices of the Guild, and assist the President and National Office in sharing these resources with NEC members.

### **NEC Responsibilities**

Like all NEC members, the Secretary is expected to attend quarterly board meetings and participate in NEC email discussions. They will be responsible for reporting on their work once a year, and assisting with fundraising.

### **Executive Council Responsibilities**

Between NEC meetings, being on the EC includes participation in conference calls, which typically occur monthly. In addition, it includes regularly checking email to vote on and discuss endorsements and other issues between NEC meeting. Before and during board meetings, the EC sets the agenda for the meeting and sometimes helps to facilitate the meeting.

### **Anti-oppression**

The Guild is committed to becoming an organization that addresses and ultimately eliminates internal oppression, as well as engaging in anti-oppression work outside of the organization. As with all NLG leadership, the Secretary is expected to contribute ideas related to furthering these goals. They will support the work of committees dedicated to representing and supporting underrepresented communities, including but not limited to TUPOCC, Disability Justice, Queer Caucus, and the Anti-Racism Committee. This commitment includes undertaking an annual anti-oppression training with the rest of the NEC.

**NOTE:** Travel costs to NEC meetings are covered by the National Office budget. When unable to attend meetings in person, the Secretary will either participate remotely or assign notetaking to other NEC members.