



SIR Foundation Secretary

Purpose

The SIR Foundation Secretary supports the chair and vice chair of the foundation in leading the strategic initiatives of the foundation and implementing policies and programs that ensure appropriate administrative systems are established and maintained.

Term in office

The term of Secretary is one year. However, the position is successive and requires a full four-year commitment. To accomplish a smooth transition in the management of the foundation from year to year, the secretary shall become the vice chair (one-year term), the vice chair shall become chair (one-year term), and the chair shall become the immediate past chair (one-year term). Board terms begin at the adjournment of the SIR Annual Members' Business Meeting.

Key responsibilities

- Ensure a current and permanent record of the proceedings of the foundation is kept.
- Ensure the safekeeping of all records and transactions of the foundation which provide historical value.
- Keep, or cause to be kept, minutes of the SIR Foundation Board of Directors meetings.
- Represent the interests of the board of directors in official dealings of the foundation.
- Serve as a full voting member of the SIR Foundation Board of Directors.

Reporting

The SIR Foundation Secretary reports directly to the SIR Foundation Chair.

Support

The SIR Foundation Secretary is supported by the SIR Foundation Chair and foundation staff.

Committee membership

- SIR Foundation Board of Directors (voting position)
- SIR Foundation Executive Committee (voting position)
- SIR Foundation Nominating Committee (voting position)

Fundraising and contribution

Every SIR Foundation board member is expected to support, promote and actively fundraise for the SIR Foundation. Each board member is expected to contribute at least \$1,000 annually to SIR Foundation to reach Pioneer Circle status and to attend and encourage others (members and CAP) to support the SIR Foundation Gala and other fundraising initiatives.

Time commitment

- Attendance and active participation are required during three SIR Foundation Board meetings, approximately two days each.

- Participation on foundation leadership call with chair, vice chair, past chair and executive director to discuss division activities (two calls per month)
- Participation in the SIR Foundation Executive Committee meetings
- Reasonable availability for additional virtual meetings on an as needed basis

Role and qualifications

- Must have served in a leadership capacity on one or more SIR or SIR Foundation committees, divisions or task forces