ESN Secretary Position Description

3.1.2 Secretary

The ESN Secretary is voted into position by a majority vote of the ESN members. This position requires a time commitment of approximately *6-8 hours per month.* The Secretary shall hold office for a period of two years (effective at the annual conference) or until the resignation or removal of the previous member in the position.

The first year of the appointment will include active mentorship from the outgoing Secretary. After the two-year term, the Secretary will be asked to serve an additional year as an unofficial mentor to the incoming Secretary. The ESN Secretary is also considered a member of the ESN Executive Committee. The ESN Secretary is responsible for coordinating communication among ESN Executive Board committee members as directed by the co-chairs.

Specific tasks include but are not limited to:

1. Attend all ESN Executive Committee meetings, both in person at the annual MNRS research conference and virtually.
2. Ensure that proper record keeping practices are being followed.
3. Keep ESN Executive Committee meeting minutes.
4. Reviews and maintains the ESN Hivebrite Group in an organized manner and are up-to-date, monthly.
5. Maintain the rolling annual calendar for important due dates/meetings.
6. Anticipate and coordinate ESN committee meeting dates/times in collaboration with ESN Committee Co-chairs and MNRS staff.
7. Monitor information regarding officer term ending and update the ESN Committee for succession planning.
8. Work with ESN Committee to expand the conference attendance at MNRS.
9. Update the ESN committee contact list to ensure that members have active MNRS membership.
10. Communicate concerns, issues, or suggestions to the ESN committee for the annual conference and ESN Member interest.
11. Verify that all ESN Committee members are current members of MNRS and maintain accurate roster of contact information.
12. Assist the Co-chairs to draft meeting agendas and distribute to ESN Committee.
13. Update position goals quarterly.