

## **Job Description and Responsibilities**

### **IBS Secretary**

#### **An Officer of the International Biometric Society**

**[Version: February 3, 2021]**

#### **Background**

The Secretary serves a term of two years. The incumbent may be elected to a second two-year term, subject to membership approval (for a total of four years).

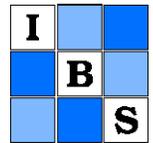
Duties of the Secretary / Treasurer were split into two separate positions following approval of a proposal accepted by the membership in August of 2020.

#### **Purpose**

The Secretary of the Society serves as an Officer of the Society, provides an active conduit for communication between the Executive Board, IBO management, and the members, and helps to establish and preserve a record of past, current and future activities.

#### **Tasks**

- Upon election, attend an Officer orientation scheduled and hosted by the IBO and review preparatory documents.
- In coordination with the International Biometric Office, ensure that minutes of Executive Board (EB) meetings are complete and correct by distributing draft versions to officers and EB members for comments and corrections, then collating these into a final version for archiving.
- Regularly update membership records from Regions and ensure year-end membership counts by Region and membership classification are archived.
- Contacts Regional Officers once a year to help facilitate communication, and to remind them regarding the need for timely reporting of memberships.
- In coordination with the IBO, maintain and continually develop a calendar of IBS activities and actions, including planning activities, to ensure that timely execution of tasks is maintained.
- Develop, deploy, analyze, and summarize into a report for distribution to the Officers, the Executive Board or to the membership as appropriate any ongoing or ad hoc surveys of the membership used for governance or in the service of the membership (example: IBC post-conference surveys).
- Draft announcements or presentations to the membership (or to appropriate Regions or Networks) related to IBS activities and actions.
- Advise on the archiving of IBS-related official information and records.
- Oversee revisions to the Society's Bylaws, Policies and Procedures (P&P), and other documents, as required.



- Coordinate with and assist the President in drafting communications by the President to the Officers, Executive Board, IBO, and membership, as required.
- Monitor regional membership and work with Regions to implement strategies to enhance membership.
- Review, comment on and suggest needed revisions to contracts involving the IBS.
- Serve as an ex-officio member on relevant governance committees as determined by the President.
- Participate regularly in Officer Meetings, as scheduled. Attendance at such meetings typically begins up to five months prior to the start of the Officer's official term.
- Serve as needed as an Officer representative of the Society and presenter at Region meetings.
- Exercise such powers and perform such additional duties as shall from time to time be determined by the Executive Board.

Additional support

- The Executive Director serves as the primary staff contact for the Treasurer.
- The IBO will provide membership tracking updates monthly, for review by the Officers. Such reports will typically be the basis for final year-end reports developed by the Secretary.