



## Job Description: **Secretary**

April 10, 2024

The Tire Society  
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Glen Allen, VA 23059

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### **Who:**

- Tire Society Member
  - Officer of the Society
- Elected by: membership
- Ideally:
  - Experience as an Executive Committee Member at Large
  - Resident of Ohio to be Statutory Agent of the Corporation to the State
  - Runs for Vice President at conclusion of term
- Reports to: President
- Length of Term: 2 years

### **Mission:**

Compile and maintain a record of minutes of Tire Society business meetings. Assist the President in directing the business operation and the long-term planning of the Tire Society to provide value to members and to produce compelling conferences with high quality presentations and sufficient papers to support the Journal of Tire Science and Technology. Develop ways of advancing the Society and improving its value to its members.

**Constitutional Responsibilities:** With other Tire Society officers, legal responsibility for the operation of the Tire Society. Schedule and lead Executive Committee meetings.

### **Duties of Officer: Bylaws Article I, Section 4**

- Keep the records of the Society; including minutes of all meetings, appointments, committees, and membership files.
- Be responsible for the official correspondence of the Society.
- Prepare a report of the activities of the Society to the membership, at the annual meeting, in accordance with ARTICLE IX of the Constitution.
- Be responsible for the printing, distribution, and collection of letter ballots, which may be presented to the membership for vote. In particular, he shall be charged with the issuance and receipt of the ballots for the membership vote on officers as defined in ARTICLE V of the Constitution and for the issuance and tabulation of ballots on proposed amendments to the Constitution as specified in ARTICLE XII of the Constitution and in ARTICLE VII of the Bylaws respectively.

### **Specific Responsibilities:**

- Record the minutes of Executive Committee and Executive Advisory Board meetings
  - Administer review and revision of minutes
  - Issue final minutes for approval by the Executive Committee in a timely manner
- Coordinate balloting and the election process with association manager and electronic means
- Manage digital and print records

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- Learn Tire Society operation to facilitate transition to Vice President in the following term
- Assist in recruiting of new members and volunteers
- Work for the continuity and long-term growth of the Tire Society
- Lead special projects (e.g., contract negotiation) as assigned by the President or Executive Committee

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### **During the Conference:**

- Assist President with Annual Meeting, and record minutes.
- Attend Executive Advisory Board meeting and record minutes