



International Association for Continuing Education and Training OFFICER of the Board of Directors Job Description and Expectations SECRETARY

Purpose: To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of IACET so as to support the organization's mission and needs.

Mission or purpose statement: IACET's mission is to promote and enhance quality in continuing education and training (CE/T) through research, education and the development and continuous improvement of criteria, principles and standards. Our history includes development of the original Continuing Education Unit (CEU) and creation and maintenance of the [ANSI/IACET Standard for Continuing Education and Training](#).

***Major responsibilities:**

- Strategic leadership and organizational advisement
- Formulation and oversight of policies and procedures
- Financial management, including adoption and oversight of the annual budget
- Oversight of program planning and evaluation
- Review of organizational and programmatic reports
- Promotion of the organization
- Fundraising and outreach
- Evaluate the IACET management company's performance annually and on an as needed basis, as requested by appropriate Board members, committees, or task forces.

The Secretary shall record all votes and be responsible for the minutes of the annual business meeting and meetings of the Board of Directors and Executive Committee. The Secretary shall also serve as Parliamentarian, to provide clarification on any questions related to the application of Roberts Rules of Order. Before assuming office, the candidate shall have completed one year on the Board of Directors within the preceding five years.

Length of term: Two years for Officers; three years for Directors

Meetings and time commitment:

- The Board of Directors meets twice a year (usually February/March and September) at a location identified by the Board and/or management company. Meetings typically last 1- 1 ½ days.
- Committees of the Board meet monthly via conference call, pending their respective work agenda.

Expectations of Board members:

- Attend and participate in meetings on a regular basis, and special events as able
- Chair and/or participate on committees and/or task forces as requested by the IACET Chairman Chief Financial Officer
- Share your content expertise and knowledge and be alert to community concerns that can be addressed by IACET's mission, objectives, and programs
- Help communicate and promote IACET's mission and programs to the community
- Be a fiduciary of the organization by helping to set, approve and manage: strategic goals, policy, budget and programs for IACET
- Be well versed in and follow IACET's Bylaws and Policies and Procedures
- Identify and develop future IACET leaders by recommending new Officers and Directors and individuals to serve on committees and task forces

Required knowledge, skills and abilities:

- Knowledge of trends in continuing education and training and related matters
- Demonstrated strategic leadership skills
- Knowledge of current and emerging technology, ability to create and access documents via MS Office applications
- Working knowledge of ANSI/IACET 1-2013 Standard and Accredited Provider Program
- Strong oral/written communication and interpersonal skills
- Experience in developing and/or facilitating adult education curriculum