Roles and Responsibilities of the Secretary

Terms of Office
The PRSA secretary position is a one-year term.

Duties of Secretary
Under Article V, Section 8 (d) of the PRSA Bylaws, the PRSA secretary shall act as secretary of all meetings of the PRSA Board of Directors and of the Leadership Assembly and keep, or cause to be kept, the minutes of all such meetings, perform all duties incident to the office of secretary, subject to the control of the board, and perform such other duties as may be assigned to the secretary by the board.

Qualifications for Secretary of PRSA
- Understanding of Robert’s Rules of Order; techniques for running collaborative meetings.
- Organizational expertise and orientation to detail.
- Demonstrated leadership ability within PRSA, the profession and community.
- Understanding of the role of policies and procedures, bylaws and Robert’s Rules,
- Demonstrated ability to work with volunteers and staff in a collaborative work style.

Roles and Responsibilities of the Secretary
- Reviews and reports on membership matters, formation and dissolution of Chapters and Sections and proposed amendments to Chapter bylaws, and makes action recommendations to the board.
- Works with the president and COO and chair and CEO to prepare agendas for the meetings of the Executive Committee and board of directors.
- Oversees the preparation of minutes of PRSA Board of Directors meetings and conference calls, as well as minutes of the Leadership Assembly.
- Has a good working knowledge of “Robert’s Rules of Order, Newly Revised,” and plays a key role in keeping board meetings functioning in an orderly fashion. Maintains a system to keep the flow of communication smooth during board meetings and assists in maintaining adherence to the agenda.
- Reviews the PRSA Policies and Procedures Manual and determines revisions to be made.
- Presents the delegate credentials and meeting rules for the Assembly, and reviews all proposed bylaw changes and petitions prepared for Assembly submission.
- Determines the number of Leadership Assembly delegates-at-large (representing those members of PRSA who are not members of a Chapter) on the basis of one delegate for each 100 such members of PRSA or fraction thereof, and reports this number to the chair of the Nominating Committee.
- Chairs the Assembly Minutes Committee, which is composed of the current PRSA secretary, the PRSA secretary-elect and a delegate from the host Chapter in the Assembly’s location.

- Prepares the minutes of the Assembly and circulates to the Minutes Committee for review and approval. Works with staff to post Assembly minutes to the PRSA website as soon as possible after the meeting. The minutes are the official record of the Assembly.

- May be called upon to attend Chapter and District meetings to give a brief national update or presentation to its board of directors and/or to the Chapter or District membership at large.

- Attend all meetings of the PRSA Board of Directors, Executive Committee, Leadership Assembly and International Conference.

- Serves on the five-member Executive Committee as an officer of PRSA.