**HEUG Board Secretary**

**Higher Education User Group**

**Purpose**The HEUG is governed by a Board of Directors. The Board consists of sixteen Directors elected by the HEUG membership, on to five Directors appointed by the HEUG President with the approval of the Board, and the Past President. Elected Directors serve for a term of three years and may serve no more than two consecutive terms. The President of the HEUG is elected by the Board of Directors for a one-year term, and may serve at most two terms as President. The remaining Officers of the Board are nominated by the President and approved by the Board, and consist of the following:

* Vice President for Communications and Membership
* Vice President for Community Development
* Vice President for Products
* Vice President for Technology
* Vice President for Administration
* Vice President Finance/Treasurer
* Secretary
* Alliance Conference Chair
* Executive Director (non-voting)

This description addresses the role of the Vice President of Technology

**Key Responsibilities**

Specific to this role:

* Keep a written record of the proceedings of all meetings and be responsible for the distribution of such written proceedings (the outgoing Secretary shall be responsible for the proceedings of the meeting at which the new Secretary is installed.
* Issue notices of meeting and agenda as directed by the President and the Board of Director
* Be responsible for the correspondence of the HEUG
* Liaison to Advisory Group(s) as assigned
* Liaison to Committees as assigned
* Participate in Executive meetings
* Participate in working groups as assigned

All Officers responsibilities

* Attends monthly conference calls
* Attends monthly Executive Officers conference calls
* Attends 3 in person board meetings (including Alliance)
* Attends up to 3 Executive Officers meetings
* Prepares and recommends budget for area of responsibility **(secretary has no budget line)**
* Reviews and approves expenses related to their budget **(secretary has no budget line)**
* Reviews financial reports monthly
* Files personal expense reports within 30 days after expense/event occurs