

## JOIN THE VSLA BOARD! RECORDING SECRETARY

**Qualifications**

* Must be a member in good standing of VSLA
* Shall have served at the local and/or state level in a leadership capacity
* Shall follow board commitment, attendance and ethics policies

**Responsibilities Defined by Bylaws**

The Recording Secretary shall

* Support the VSLA mission, vision, and goals
* Serve as a member of the Board of Directors and the Leadership Team
* Assume the duties of office at the end of the Spring Leadership Team meetin

**Responsibilities Defined by VSLA Policy**

The Recording Secretary shall

* Be elected by the membership to serve a two-year term (can serve for three consecutive terms).
* Fulfill duties as assigned by the president and Board of Directors.
* Attend all scheduled board meetings by clearing personal schedules thereby limiting the number of conflicts.
* Execute the duties essential to the recording of all business and happenings at all meetings of the VSLA.
* Keep a permanent record of the minutes of all meetings and upload in the Dropbox.
* Distribute copies of Board of Directors and Leadership Team minutes to the Board of Directors within thirty days of the last meeting for approval. Board members will have one week to review and comment on changes. Changes will be sent to Recording Secretary.
* Once minutes are reviewed by Board of Directors, the Leadership Team will have an opportunity to review the Leadership Team minutes and comment on changes with changes to the Recording Secretary.
* Keep a record of those present at the Leadership Team meetings and Board of Directors and include that record in the minutes for the Board of Directors.
* Include attachments, such as handouts, committee reports, etc. to the permanent record of minutes.
* Send a reminder to officers and others of any Board of Director and Leadership Team action(s), which may need follow-up or attention, after each meeting.
* Maintain a running document all the motions and actions of the Board of Directors, including documentation of all roll call.
* The Board of Directors meet prior to each Leadership Team meeting (usually the week before) and at least two additional times during the year. Additional Board of Directors meetings, deemed necessary by the President, can be held by phone or virtually. Board meetings on average are four to five hours in length

**Submission Information**

Candidates shall submit

* Candidate Declaration Form
* Candidate Vitae
* Candidate Statement including goals for VSLA and contributions that will be made to VSLA if elected

**Completed Nomination packet must be e-mailed no later than January 20, 2023 to:**

**Anne Perdue**

**anne.perdue@vslatoday.org**

**Attendance Policy:**

The Virginia State Literacy Association requires board members to attend all scheduled board meetings as those meetings are announced well in advance. Board members are expected to clear their schedules in advance for all scheduled meetings, thereby limiting the number of conflicts. We recognize that circumstances beyond the control of the member may occur, nonetheless it is expected that board members make every effort to attend all meetings. If an emergency or conflict arises, it is required that board members inform the President immediately of the conflict.

Scheduled meetings are recorded and it is up to the absent or late board member to “catch up” on any discussion and/or action of the board. The board will not rearrange the agenda to accommodate a member’s schedule change as this may inconvenience other board members and/or disrupt the meeting.

The Board Governance Committee will review attendance from Chapter, VSLA Board and Leadership Team meetings when reviewing candidates for VSLA’s Board.

**Board members who miss two (2) scheduled meetings may be asked by the President to resign.**