

POSITION

General Secretary (Treasurer)

The General Secretary partners with CFO and COO to monitor and report on the annual budget, AGU's financial condition, and AGU's investment performance. (S)he takes the lead on understanding financial policies, financial reports, audit procedures, investment policies and budgeting, and what they mean to AGU's success. Another goal of this position is to help AGU's finance reporting to become more transparent.

The General Secretary is an AGU officer position. The General Secretary serves on the Board and Executive Committee, and chairs the audit and investment committees.

It is important that the General Secretary understand financial management and AGU finances in particular. Candidates for the General Secretary position should come from current or recent past AGU leadership positions to ensure familiarity with AGU financial condition.

TERM

- 2 years with option to be renewed

PARTICIPATION & TIME COMMITMENT

Attendance at, and participation in, Board meetings

- The Board meets face-to-face at least 3 times each year:
 - April (2 days) usually in DC
 - September (2 days) usually in DC
 - December (1 day) in conjunction with the Fall Meeting (San Francisco)
- In addition to travel, full participation requires reading background material in advance and assisting with preparing agenda items as requested
- The Board may meet via phone or webinar as needed
- The Executive Committee meets as required, usually via conference call or webinar
 - ED/CEO performance (2 calls early in the year)
 - Annual budget review with staff directors (1 webinar in November)
 - As needed for Investment Committee (generally 2 in-person meetings combined with April and September Board meetings, plus 2 virtual meetings)

Participation in Board orientation

Participation in Board discussions as they arise

Attendance at the December Council Meeting (1 day; San Francisco)

Leadership of Audit and Investment Committees

- The Audit Committee meets in the spring for 1 day in DC

- The Investment Committee includes members of the AGU Executive Committee and plans to meet in conjunction with the April and September Board meetings, plus 2 virtual meetings as needed

Participation in committees or work groups as assigned

The time commitment can vary widely from week to week. Weeks including meetings and travel require significant engagement, while other weeks might require responses to an email or an online discussion. This job requires a level of awareness of and responsiveness to ongoing Board work and Board goals.

MAJOR RESPONSIBILITIES (in addition to Board member responsibilities)

Serve on the AGU Board and Executive Committee

- Understand the organization and strategic plan
- Work with the CFO to make sure that the financial reports are transparent and consistent with the strategic plan
- Present the annual budget to the Board for approval
- Review the annual audit and answer Board members' questions about the audit
- Participate in annual compensation review of ED/CEO as member of Executive Committee

Chair the Audit and Investment Committees

- Set agendas for audit and investment committees in partnership with CFO
- Communicate results/directions of audit and investment committee meetings to Board, members, volunteer leaders and key stakeholders

Serve as Treasurer

- Understand financial accounting of AGU and nonprofits in general
- Lead governance oversight of annual audit and tax filings
- Lead governance oversight of investment and financial policies
- Be available to consult with CFO and COO as needed

RELATED DOCUMENTS

Board Code of Conduct

This code describes the conduct of individual Board members and the Board as a whole.

The Board code of conduct is posted on the AGU website under Leadership:

<http://sites.agu.org/leadership/bod/code-of-conduct/>

Leadership Criteria

The criteria are stewardship, intellectual engagement, strategic thinking, team player, communication skills, and ethical integrity and transparency.

The criteria are posted on the AGU website under Leadership:
<http://sites.agu.org/leadership/files/2013/02/Leadership-Criteria-for-Board-Members.pdf>

Conflict of Interest policy and process

Each Board member signs a conflict of interest (COI) form annually.

The COI policy is posted on the AGU website under Leadership:
<http://sites.agu.org/leadership/conflict-of-interest-govdocs/>

AGU Bylaws

The bylaws outline the high-level responsibilities of the Board, the Executive Committee, and officer positions.

The AGU Bylaws are posted on the AGU website under Leadership:
<http://sites.agu.org/leadership/agu-bylaws-govdocs/>

Strategic Plan

The strategic plan outlines the mission, core values, and envisioned future of AGU. The strategic goals and objectives set the direction of the Union.

The complete strategic plan, as well as a visual of the priority objectives, is posted on the AGU website under Leadership: <http://sites.agu.org/leadership/strategic-plan/>

2015-2016 Meeting Dates

The dates are set in conjunction with the AGU President later this year.

Additional Information

If desired, more information is located on the Leadership pages of the AGU website, including a list of the current Board members.

Link to the Leadership pages on the AGU website: <http://sites.agu.org/leadership/>