

Council of Science Editors (CSE) Board – Secretary

Position Title: Secretary, Council of Science Editors

Term: Two years

Ex Officio Roles: Member of the Executive Committee and Board of Directors

Position Overview

The **Secretary** of the Council of Science Editors (CSE) plays a vital role in ensuring transparent governance and accurate documentation of board activities. As an officer of the Board and member of the Executive Committee, the Secretary serves as the official record-keeper of the organization, coordinating the preparation, review, and distribution of board meeting minutes and maintaining CSE's core organizational documents.

In addition to fulfilling all responsibilities of a Board Member at Large, the Secretary ensures institutional knowledge is preserved, decisions are clearly documented, and communications related to Board activity are timely and professional. This role supports legal compliance, board effectiveness, and organizational continuity.

Key Responsibilities

Board Documentation & Record Management

- Record and maintain accurate minutes for all Board meetings
- Distribute final approved minutes to the full Board within 60 days of each meeting, in accordance with CSE's bylaws
- Ensure meeting minutes include:
 - Attendance (members present and absent)
 - Meeting agenda
 - Items discussed and key issues raised.
 - Motions, votes, and decisions made.
 - Action items and assigned responsibilities.
 - Other relevant information or discussion summaries

Records Oversight

- Ensure Board members and officers have access to essential governance documents and historical records as needed, including, but not limited to, Bylaws and Committee Charters.
- Help track and update organizational policies related to governance documentation and meeting procedures

Legal & Organizational Familiarity

- Maintain sufficient familiarity with CSE's foundational legal and governance documents to reference them when needed in meetings or decision-making
- Assist the Board in interpreting or locating relevant documentation in collaboration with the Executive Director and legal counsel, if necessary

Support to the President and Executive Director

- Assists with meeting coordination, including tracking attendance and follow-up on assigned action items
- May help coordinate Board orientation materials or updates to governance-related documentation in partnership with staff

General Expectations

- Attend and actively participate in all Board meetings and Executive Committee meetings
- Uphold the principles of transparency, integrity, and confidentiality in documenting and sharing organizational decisions
- Ensure timely delivery of minutes and recordkeeping responsibilities

Ideal Qualifications

- Strong organizational and written communication skills
- Experience preparing professional documentation such as meeting minutes, reports, or board records

- Familiarity with nonprofit governance, documentation procedures, or parliamentary processes is helpful
 - Prior involvement in CSE through committee participation or volunteer service is preferred
 - Commitment to the mission of advancing excellence in scientific editing and publication
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Term of Office

- Serves a two-year term, with eligibility for reappointment as defined in the bylaws
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The Secretary helps ensure clarity, consistency, and accountability in the governance of CSE. This role is essential to preserving the institutional record, enabling effective decision-making, and supporting a well-functioning and transparent Board of Directors.