



## American Wine Society Job Description and Duties Secretary

The American Wine Society (AWS) is incorporated as a 501(c)(3) non-profit organization whose mission is "Promoting Appreciation of Wine through Education."

The Board of Directors will direct and support the work of the AWS with foresight, oversight, and insight and provide mission-based leadership and strategic governance. While day-to-day operations are led by the AWS Executive Director, the Board-Executive Director relationship is a partnership. As such, appropriate involvement of, direction from, and governance by the Board is essential and expected.

### Expectations for Each Board Member

- Thoroughly understand the AWS mission, policies, programs, and needs.
- Ensure that AWS activities and transactions are, first and foremost, advancing its mission.
- Serve as a trusted advisor to, and colleague of, the Executive Director. Be open and honest in communication and opinions.
- Make decisions in the best interest of the AWS, rather than the best interest of any individual.
- Ensure that the AWS complies fully with applicable laws and regulations, and follows its own bylaws, policies and resolutions.
- Maintain confidentiality about all internal matters of the organization.
- Faithfully read and understand all documents discussed by the Board, including AWS financial statements. Make inquiries in a collegial and professional manner to ensure all documents and financial matters are discussed openly and understood.
- Ensure systems, controls and processes are in place to provide prudent use of all assets, including facilities and people.
- Approve the AWS annual budget, conference budget and financial review reports.
- Actively contribute feedback to an annual performance evaluation of the Executive Director.
- Fully prepare for and participate in monthly teleconference meetings and twice-annual, in-person meetings, including one at the National Conference.
- Serve on committees or task forces and take on special assignments, when necessary.

- Be an advocate or brand ambassador for the AWS in non-board and non-AWS settings and conduct oneself in a manner becoming of an AWS leader.
- Leverage connections, networks, and resources to help the AWS fully achieve its mission.
- Sign an annual conflict-of-interest disclosure and update it during the year, if necessary, as well as disclose potential conflicts before meetings and actual conflicts during meetings. Recuse himself or herself from voting if a potential conflict of interest exists on a specific matter under consideration.

## **Qualities and Qualifications for Board Membership**

Board membership is an extraordinary opportunity for an individual who is passionate about the AWS mission, and who wants to serve the national membership and enhance their collective experience with the society.

Ideal Board candidates will have the following qualifications:

- Exhibit a general level of experience, knowledge and participation in activities of the AWS at chapter and regional levels.
- Possess strong communication skills and be able to demonstrate them orally and in writing.
- Be able to act diplomatically and call upon a natural affinity for cultivating relationships.
- Possess the ability to persuade, convene, facilitate, and build consensus among diverse individuals.
- Be known and considered to possess integrity, credibility, and a passion for improving AWS members' experiences through their affiliation with the society.

Candidates for Secretary should have:

- Membership in the AWS for at least two (2) years.
- Sufficient computer skills to utilize emails and work with MS Word, Excel and PowerPoint.
- Willingness and desire to devote the time necessary to properly perform the duties of the position as described.

## **Duties and Responsibilities**

- Be familiar, or become familiar with Robert's Rules of Order as they pertain to properly recording the proceedings of a meeting and follow these in keeping minutes of Board of Directors, EAB and general membership meetings.
- Distribute a draft of each meeting minutes to the Board of Directors for review within one week of the meeting.

- See that all matters brought before the Board of Directors or EAB are brought to a definite conclusion. Prepare and update action items and distribute to the Board as soon as possible following meetings.
- Work with the Executive Director to ensure agendas are created and distributed to all appropriate members at a reasonable time prior to the meeting.
- Ensure that a copy of all approved meeting minutes is kept on file at the AWS National Office and send an electronic version of all approved meeting minutes to the AWS Historian on an annual basis so they may be placed in the AWS archives.
- Be in possession of the AWS corporate seal and affix it to the official copy of all meeting minutes, as well as other documents, as required.
- At the end of the term, pass the seal and a year's worth of minutes for all meetings (Board, EAB, committee, general membership) to the incoming Secretary.
- Work with the Executive Director to ensure proper notice is given for all meetings of the Board of Directors, EAB and general membership.

The Secretary serves on the Board of Directors for three (3) years and is eligible to be re-elected.

*Service on the AWS Board of Directors is without remuneration, except for administrative support, travel, and accommodation costs related to Board Members' duties.*

*Updated: April 2024*

**Reviewed and Agreed**

**Approved and Implemented**

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Secretary

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AWS President or BOD designate