



SAN FRANCISCO DENTAL SOCIETY

SECRETARY

Volunteer Leadership Charge

The Secretary shall:

- The Secretary serves as an oversight officer in the maintenance of official records of the actions taken and the decisions made by the San Francisco Dental Society (SFDS) Board of Directors.
- Serve as Chair of the Governance Committee

Specific Responsibilities

- Maintain regular contact with the Executive Director and the President.
- Attend all Board of Directors and Executive Committee meetings.
- Oversee the recording of and certify the report of transactions of the Board.
- Promote the Society's activities, services, and programs.
- Keep apprised of issues facing the Society and its members.
- Execute with the President, in the name of the Society, instruments authorized by the Board of Directors

Meeting Schedule

The Secretary shall attend all Board (4) and Executive Committee(4) meetings. The Secretary shall also attend other Society functions (GM Meetings, New Member Receptions, etc.) and committee meetings for which he/she is a member or chair - as scheduled.

Level of Commitment

The Secretary is expected to attend and participate in Society meetings, unless an emergency prevents his/her attendance. The Secretary is expected to be knowledgeable about all of the issues facing the Society and is expected to promote the views and decisions of the Board of Directors (among members and the community at large).