

SECRETARY: TERMS OF REFERENCE

The Secretary provides continuity in the functioning of the ISTS and serves as the institutional memory for the Officers of the ISTS. The Secretary is a member of the Executive Board.

The Secretary nominee should have attended at least 4 Symposia within the past 15 years and preferably have been on the Board of Directors.

The Secretary shall:

- Maintain and archive the records of the Society.
- Take minutes of the Board of Directors meetings and the Plenary Session.
- Develop the agenda for Board of Directors meeting in collaboration with the President
- Be responsible for sending out announcements about Board of Directors' meetings, and for providing the agenda, the minutes of the past Board of Directors' meetings and Plenary Sessions as well as documents for discussion to the Board of Directors.
- Provide approved condensed minutes from the Board of Directors' meetings to the membership.
- Coordinate activities of the various Committees of the ISTS to ensure that information is provided in a timely manner to the Board of Directors and/or membership.
- Support the President to complete his/her pre/post-Symposium duties.
- Maintain a list of current and past members of the Executive Board and Board of Directors.
- Communicate regarding filling any unforeseen vacancies involving the ISTS Officers.
- Provide information to keep the ISTS website up to date.
- Be authorized to draw funds from the ISTS accounts with approval of the Board of Directors.
- Make such purchases and employ such assistance as is necessary to conduct the business of the Society within limits to be set by the Board of Directors.
- One year after the term is completed, the past Secretary will advise as needed the incoming Secretary to pass along the necessary experience and knowledge
- Abide by the Society's Constitution and By-laws as well as the Terms of Reference for the Secretary.

The Secretary must respect confidential discussions amongst Board of Directors members regarding Board business.