



**Association of International Education Administrators**  
*Leaders in International Higher Education*

**AIEA Board Secretary Position Description**

The Association of International Education Administrators (AIEA) is looking for a dynamic Board Member who will assume the responsibility of Board Secretary.

**Overview**

The Secretary, one of the six officers of AIEA, shall perform the duties usual and incidental to the position that are required to be performed by law, and shall be responsible for the minutes of the Board. The Secretary is expected to correlate the motions and action items from the Board meetings with respect to the AIEA Strategic Plan, allowing a visual record of the implementation of the AIEA Strategic Plan. In addition to the minutes of the Board, the Secretary is responsible of the minutes of the annual AIEA associational meeting, usually held during the annual conference.

The Secretary is an *ex officio* non-voting Member of the Board. Also, the Secretary is an *ex officio* non-voting member of the Executive Committee along with the President, President-Elect, Past President, Treasurer, and Executive Director. The Executive Committee meets as needed to discuss relevant matters to allow the continuation of actions and/or execution of motions between Board meetings. Actions taken by the Executive Committee are subject to the ratification of the Board at its next meeting. The Secretary is appointed by the Board and shall serve renewable terms of three (3) years. The Secretary is expected to attend all three Board meetings per year and the annual AIEA conference, at own cost. The secretary of the association plays a critical role in fostering communication and ensuring proper management and utilization of important organizational records.

**Secretary Responsibilities**

- Serves as member of the AIEA Board of Directors
- Serves on the Executive Committee
- Keeps copies of the organization's bylaws and the Board's policy statements
- Keeps updated lists of officers, Board Members, and committees
- Ensures that Board Members are notified of meetings
- Keeps a record of Board attendance
- Makes sure that there is a quorum at Board meetings
- Keeps accurate Minutes of meetings
- Keeps accurate Minutes of annual associational meeting
- Records all motions and decisions during the meeting
- Signs Board Minutes to attest to their accuracy
- Records all corrections to Minutes



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- Keeps copies of Minutes of Board meetings
- Keeps accurate records of Executive Committee meetings
- Distributes copies of Board Minutes and actions to Board Members promptly after meetings
- Distributes copies of Executive Committee Minutes and actions to Executive Committee Members promptly after meetings
- Keeps records of all Board correspondence
- Signs official documents of the organization as required
- Orients the new Secretary as needed
- Makes sure members are notified of Annual General Meetings
- In the absence of the President and President-Elect, chairs Board meetings

**Areas of Experience and Important Skills**

- Leadership experience with non-profit organizations
- Strong writing, documenting, and editing skills
- A positive attitude and good sense of humor
- Decisive, innovative, thoughtful, and flexible with the ability to compromise
- Ability to listen
- Strong service orientation
- Excellent computer literacy skills
- Strong organizational skills
- Works well as member of team
- Time and ability to meet deadlines and produce Minutes in a timely manner for distribution and action by the Board.
- Knowledge of AIEA including organizational structure, policy documents, and committees

**Requirements**

- Candidate must be current member of the association
- Hold SIO position in their educational institution
- Maintain current membership in the association throughout term as Secretary

**Timeline And Commitment**

- Renewable 3-year term for up to 3 terms. Termination may occur at the end of the appointed term, by resignation, or through discussion with the President.
- Commitment to attend board meetings (3 meetings per year) and annual conference at own expense
- Commitment to accurately documenting the proceedings of Board activities



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**To Apply**

Please go to <https://www.surveymonkey.com/r/AIEABoardSecretary> and complete the application form, including the submission of a short CV, brief Statement of Interest (100-250 words), and a sample of your work (meeting minutes or a text written in English).

**Dates**

Announcement by: March 23

Application Deadline: April 6

Interviews and selection by: April 20

Secretary announcement by: April 27

If you have any questions, please contact the AIEA Secretariat at [secretariat@aieaworld.org](mailto:secretariat@aieaworld.org)

**About AIEA**

AIEA is a member organization that equips leaders to shape the future of higher education in a global context. AIEA members embrace the following values:

*Ethical and Innovative Leadership*

AIEA members are guided by respect for the dignity and rights of one another, and operate on the principles of civility, integrity, and professionalism to advance the internationalization of higher education and to make meaningful contributions to society.

*Equity and Inclusive Excellence*

AIEA members adhere to the tenets of fairness and reciprocity to integrate diverse voices in developing the strategy, policies, practices, and structures of higher education in a global context.

*Curiosity and Respect*

AIEA members recognize and value the benefit in learning from one another's experience and expertise and are willing to engage in the free exchange of ideas through dialogue and collaboration.