



Board of Directors Job Description

Position Title: Secretary

Overview: The Secretary is responsible for oversight of the organization's communications and records.

Roles and Responsibilities:

- Works closely with the executive director to oversee all records and minutes are kept and distributed according to the organization's bylaws.
- Oversees the organizational newsletter including but not limited to soliciting and coordinating content.
- Oversees the organization's digital assets including website and social media channels.
- Serves on the Executive Committee
- Assists with the orientation and transition to the next Secretary
- Announces election results to the membership.

Qualifications

- Active engagement with the ISRII
- Experience with department and/or programmatic budgets
- Extensive professional experience with leadership accomplishments in digital health interventions
- Demonstrated leadership commitment and involvement with ISRII.
- Leader in the digital health interventions communities.
- Commitment to participating in meetings, primarily held virtually with an in-person meeting held at the annual conference.
- Positive leadership attributes including emotional intelligence; the ability to work collaboratively; proactive and forward-thinking leadership; and the ability to engage in appropriate debate and discussion when needed.
- Visionary and strategic thinker. Demonstrated ability in overseeing new and innovative programs within the candidate's sphere of influence. Examples include but are not limited to implementing and incorporating strategy, leadership, future focus, risk-taking, and an entrepreneurial spirit.

Term of Office:

- 2 years

Method of Appointment:

- Elected by the membership, appointed by the Board of Directors

Accountability:

- Reports to the Board of Directors

Time Commitment:

- 1 hour a week