

Title: General Secretary
Reports To: Board of Governors of the CLSA
Supervisor: President of the CLSA
Status: Full-Time, Exempt

SUMMARY

The General Secretary manages and is responsible for the day-to-day operations of the Office of the Canon Law Society of America (CLSA) in Washington, DC.

The General Secretary is an authorized agent for the Canon Law Society of America in all matters for which such agency is required, *since the Board of Governors or officers of the Society have determined otherwise*. The General Secretary is authorized to finalize contracts for facilities and make other legal arrangements for the Annual General Meetings on behalf of the Society after consulting with the General Chairperson and the President. [Source: Bylaws, 16 *Amended*]

SPECIFIC RESPONSIBILITIES

1. Implements the decisions of the Board of Governors (BOG).
2. Participates in meetings of the BOG and serves *ex officio* as a member of the Convention Planning Committee.
3. Manages the Office of the CLSA (Office), directing and supervising the work of the Executive Assistant (EA) and other staff. Collaborates with the Executive Coordinator so that materials are properly and promptly prepared by staff for publication.
4. Working with the Treasurer, manages the day-to-day business operations of the CLSA, and is responsible for the financial operation of the Society including:
 - a. Depositing receipts, paying bills, reconciling monthly financial statements, and maintaining contact with the auditor/accountant as needed;
 - b. Maintaining contracts for the employee health benefit package, the payroll service, and an IT consultant. The collection and disbursement of all funds of the Society;
 - c. Sending notice to those active and associate members who become delinquent in the payment of their dues;
 - d. Depositing in the name of and to the credit of the Society all monies and other valuables of the Society in banks and trust companies or the like approved by the BOG;
 - e. Keeping the accounts of the Society in books designated for that purpose, specifically monies received and expenses incurred in connection with the General Meeting.
5. Ensures that the CLSA Office
 - a. Keeps a current list of the names and addresses of the active, associate and honorary members of the Society, which shall be made available upon request to any member, at the latter's expense, provided the use of the list be for the purpose of the Society;
 - b. Maintains the files of the Society on a current basis and serves as liaison with the archives of the Society;

- c. Sees to it that notice of the Annual General Meeting is sent to the membership.
6. Responsible for establishing deadlines throughout the year, e.g., Newsletter preparation, convention tasks, website updates, mailings, etc.
7. Responsible for making arrangements for and attending to the details related to the meetings of the Board of Governors (BOG), including hotel accommodations and preparation and sending meeting materials.
8. Prepares, reviews, and edits content for the Newsletter, announcements, brochures, mailings, BOG materials, and disseminates them.
9. Responsible for maintaining the CLSA website, including
 - a. Keeping the website updated, e.g., dates for regional meetings, seminars, conventions, and sister societies and non-CLSA conferences; lists of committee members; CLSA officers; obituary notices for deceased members; episcopal appointments of members; etc.;
 - b. Assisting members with problems logging in, paying dues, registering for events, purchasing or downloading publications;
 - c. Reviewing and forwarding or responding, as appropriate, to website contact forms.
10. Forwards to the Executive Coordinator media inquiries.
11. Maintains a list of canonical advocates reviewed by the President and BOG for referrals to people seeking an advocate, canonical assistance, or questions.
12. Communicates to the President requests for CLSA members to assist with projects, evaluations, surveys, seminars and the like on behalf of the Society.

QUALIFICATIONS

1. A baccalaureate degree.
2. Three-to-five years of administrative experience in an office.
3. Ability to carry out the responsibilities listed in the job description.