

**Florida Biomedical Society**

**Secretary**

**Job Description**

Elected by FBS Membership Secretary – voting member of FBS Board

**Purpose:** The purpose of the Florida Biomedical Society’s Secretary is to act as Officer charged to maintaining documents and records of the society. She/he is also responsible for distribution of information to the Society and acts as Public Relations Officer.

**Term of Service:** One Year Term beginning at start of calendar year and concludes on December 31st of that year. Re-electable to additional terms subject to rules of FBS Bylaws

**Reports to:** FBS President and Board of Directors

**Qualifications, Knowledge, Skills, Abilities:**

1. Shall be a member of FBS in good standing
2. Provide appropriate appearance and demeanor
3. Excellent organizational skills
4. Good public relations skills
5. Demonstrate ability to collaborate with a diverse team
6. Very Good Microsoft Office or equivalent knowledge
7. Skilled with Google Drive, Gmail, Adobe Forms and document management best practices
8. An understanding website management and other electronically communication methods
9. Good management skills

**Duties and Responsibilities:**

1. Record, maintain and distribute all FBS Board of Directors meeting minutes, and Bylaws as directed by the FBS Board of Directors.
2. Responsibility for the FBS Newsletter and FBS Website and their oversight, and to assure the timely distribution to the membership as directed by FBS President, Board of Directors or Bylaws.
3. Maintain current membership, mailing or other data lists as directed by FBS Board of Director.
4. Refer communication to appropriate committees, officers and the FBS Membership.
5. Provide and review all communication from FBS to the public, media outlets and for publication.
6. Perform such duties as may be directed by the FBS Board of Directors or on his/her own discretion when deemed to be in the best interest of the Florida Biomedical Society.
7. Maintain good standing status and attendance required by the Bylaws of FBS

Approved By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_