

## ACOG ASSISTANT SECRETARY POSITION DESCRIPTION

### **Basic Function:**

The Assistant Secretary serves as a national officer of the American College of Obstetricians and Gynecologists and the ACOG Foundation (collectively referred to as "ACOG"). As an Executive Board member, this position is responsible for ACOG's general management and governance and assists in the recording of meetings held by ACOG and the Executive Board.

### **Primary Responsibilities:**

The Assistant Secretary assists the Secretary and assumes the duties of the Secretary when necessary. He or she prepares and reviews documents, agendas, reports or other materials for the business of ACOG. The Assistant Secretary serves as chair of the Committee on Credentials, as a member of the Grievance Committee, ACOG's Executive Committee, and may be asked to serve as an Executive Board liaison to additional committees.

The Assistant Secretary has fiduciary duties to ACOG including the duty of care and the duty of loyalty. All Executive Board responsibilities must be carried out in good faith, with reasonable care, honesty, and due diligence in a manner that is in the best interest of ACOG, not to any constituent group.

The Assistant Secretary attends the following regularly scheduled meetings:

- ACOG Executive Board Meetings
- Executive Board Retreat
- Executive Board Orientation
- Executive Committee Meetings
- Annual Clinical and Scientific Meeting
- Annual Business Meeting
- Annual District Meeting *(of his/her district)*
- Interim District Meeting *(of his/her district)*
- Committee on Credentials *(as Chair)*
- Grievance Committee
- Grievance Hearing Panels *(as needed)*
- Grievance Process Ratifications
- Presidential Task Forces *(if appointed, (and meeting at time of an Executive Board meeting))*

The Assistant Secretary must be available to participate and vote on issues between meetings that require approval.

### **Election and Term of Office:**

The Assistant Secretary will be elected according to the bylaws and policies and procedures established by the Executive Board. The Assistant Secretary serves a two-year term and is not eligible for re-election to that position.

### **Honorarium:**

An honorarium is provided to the Assistant Secretary for the duties performed and meetings he or she attends. The honorarium may be adjusted depending on circumstances determined by ACOG policies and procedures. The Compensation Committee determines the honorarium level annually.