



JOB DESCRIPTION – SECRETARY

TITLE

Secretary, The American Colleges Overseas (ACO)

REPORTS TO

The American Colleges Overseas is a Committee of the Council of International Schools and receives direction and support from the Office of Higher Education in the USA. The ACO Secretary reports directly to the ACO Chair and Vice-Chair.

SUMMARY

The Secretary of the ACO is an elected position, serving a one-year term (November to November). After the one-year term, the secretary may choose to rotate off committee, remain as secretary for an additional year, or be considered for the Vice-Chair position (if the timing coincides with the vice-chair vacancy).

Elections take place at the annual open business meeting of the ACO at the CIS Conference Forum each November. Any employee of an ACO University is eligible for nomination and members present at the annual open business meeting of the ACO determine/vote on this position.

MAIN DUTIES

The main duties of the position include but are not limited to the following:

- Assist the Chair and Vice-Chair in any issues and concerns that affect ACO member institutions
- Distribute to the agenda for both the open-business meeting in November and the closed-business meeting in January
- Take minutes at both meetings (open and closed-business meetings)
- Update membership directory
- Monitor the ACO listserv (Yahoo group)
 - Update emails of current members
 - Invite new members to join the listserv
 - Post photos and important shared files on the listserv
- Assist the Chair and Vice-Chair in organizing any ACO-sponsored events at conferences, such as ACO dinners, coffee breaks, etc.