

**THE AMERICAN UROLOGICAL ASSOCIATION  
JOB DESCRIPTION**

**I. POSITION TITLE:**

Secretary/Secretary-Elect

**II. BASIC FUNCTIONS:**

The Secretary has charge of all record keeping and correspondence of the AUA (American Urological Association, Inc. American Urological Association Education and Research, Inc., and American Urological Association Foundation, Inc.). The Secretary is elected for a four-year term. The Secretary is responsible for preparing the Minutes of Meetings of the Board of Directors and Annual Business Meeting, provides notice of special meetings. The Secretary serves as Editor of *AUA News*, oversees Member Services functions, and development and oversight of Annual Meeting scientific sessions and of the Program Committee. The Secretary Chairs the Section Secretaries/Membership Council and the International Relations Committee and along with other AUA Officers represents the AUA to numerous domestic and international organizations. The Secretary oversees policy review activities, and serves on other AUA committees as stipulated by Bylaws.

The Secretary serves as a member of the AUA Board of Directors and its Executive Committee. All members of the Board of Directors recognize that individual Board members have no power except that granted by the full Board through Bylaws, Board policy or by resolution of the full Board. All power of the Board is a joint and collective power that exists only when the Board is acting together as one body.

**Secretary-Elect.** The Secretary-Elect serves one year in this office and is then elevated to the office of Secretary automatically without again standing election. The Secretary-Elect shall perform any duties concerned with the Association which are assigned by the Secretary and serves as a non-voting member of the Board of Directors. The Secretary-Elect is routinely appointed to all committees on which the Secretary serves so that the year may be spent shadowing the Secretary as an observer. The mandatory meetings that the Secretary-Elect is expected to attend include the three Board of Directors meetings and other meetings as determined by the Secretary.

**III. MAJOR RESPONSIBILITIES:**

1. **Correspondence and Record Keeping.** The Secretary shall keep an accurate record of all business and activities of the Association and promptly attend to all correspondence.
2. **Board of Directors Meetings.** The Secretary shall preserve the Minutes and all records of Board of Directors meetings.

**Executive Session.** The Secretary is responsible for preparing Minutes of the Board of Directors' Executive Sessions and for ensuring that actions taken in Executive Session are recorded in the Minutes of the regular Board meeting and approved at the next Executive Session. The Secretary also is responsible for maintaining the Executive Session files and passing them on to his or her successor.

Special Board Meetings. Per AUA Bylaws, notice of special meetings must be sent out by the Secretary to each member of the Board of Directors to be received at least fifteen (15) days before the date of the meeting, along with a statement of the business to be transacted.

3. Annual Meeting Responsibilities.

- i. Annual Meeting Scientific Program. The Program Committee advises the Secretary who shall determine the program, including papers and panels, for the Annual Meeting. The Secretary sets the program schedule and selects and invites plenary, poster and podium session speakers and moderators. The Secretary oversees the abstract submission and review processes, including collection of Annual Meeting Disclosure/Conflict of Interest data, and selects review team leaders and members who rate the abstracts for the scientific program. The Secretary confers with the Chair of Education, Director of the Office of Education and the various specialty society leaders to ensure similar topics are not presented. The Secretary routinely submits to the Board at the Fall and Winter meetings the plans underway for the following year's program.
- ii. Program Committee. During the annual committee appointment process, the Secretary (in concert with the AUA President) selects individuals to serve on the Program Committee. The Program Committee meets annually (usually mid-summer) to discuss possible topics and speakers for the following year's Annual Meeting sessions. The Program Committee members suggest topics and speakers, but the Secretary has full authority over the Annual Meeting scientific program and may or may not select the topics and/or speakers suggested by the committee members.

Annual Business Meeting. The Secretary ensures that the announcement with date/time/location of the Annual Business Meeting is provided at least thirty (30) days in advance of the meeting to all voting AUA members. This notification includes all proposed revisions to AUA Bylaws and the slate of AUA Officers and AUA Representatives to other organizations approved by the Nominating Committee. During the Annual Business Meeting – the Secretary presents to the membership the report of the Section Secretaries/Membership Council which includes approval of all member nominees. The Secretary shall prepares the Minutes of the Annual Business Meeting of each of AUA's corporate organizations.

4. AUANews. The Secretary serves as the Editor of *AUANews*, the official newsmagazine of the AUA which is published monthly. Responsibilities include appointment of Associate Editors with whom he/she collaborates to select topics and authors for each issue, reviews all submitted articles in advance of publication, selects front page articles and chairs the annual AUANews Associate Editors' meeting during the AUA annual meeting.
5. Urology Core Curriculum. The Secretary works in collaboration with the Chair of Education and a related Core Curriculum Committee to maintain the Urologic Core Curriculum for residency training.
6. AUA's Elected Representatives to other Organizations. The Secretary shall notify the members by letter who have been nominated by the Association to serve on the American Board of Urology, Inc., Board of Governors and Councils/Committees of the American College of Surgeons, AUA Delegates to the AMA House of Delegates, and other elected/appointed representatives of the Association and also the organizations in which AUA is represented.
7. Interaction with the Treasurer and Finance Department. In the Treasurer's absence or incapacity, the Secretary shall sign all checks in accordance with approved guidelines. The Executive Director or his

designated alternate shall countersign all checks.

8. Industry Relations. The Secretary serves on the Industry Relations Committee. He also consults with the Industry Relations department about industry functions at the annual meeting and industry support for AUA functions.
9. Chair of Key Councils/Committees.
  - a. Section Secretaries/Membership Council. The Secretary serves as Chair of the SS/MC including oversight of the Council's subcommittees including Residents Committee, Young Urologists Committee, International Member Committee and History Committee. The Council evaluates the benefits, needs and services for the various AUA membership categories and (through the individual Section Secretaries) and in coordination with AUA's Secretary and Member Services Department. Recommendations of the Council concerning each application shall be submitted to the AUA Board of Directors.
  - b. International Relations Committee. The Secretary serves as Chair of the International Relations Committee and fosters relationships with representatives of numerous multi-national urology organizations.
10. Committees and Councils. The Secretary shall be a voting member of the following committees:
  - i. Awards Committee
  - ii. Board of Directors
  - iii. Executive Committee of the Board
  - iv. International Member Committee (Chair)
  - v. International Relations Committee (Chair)
  - vi. Program Committee (Chair)
  - vii. Section Secretaries/Membership Council Committee (Chair)
  - viii. Strategic/Long-Range Planning Committee
  - ix. ad hoc Policy Statement Review Committee (Chair)
  - x. Industry Relations Committee

The Secretary shall be an ex-officio member of the following committees:

- i. AUA/EAU Academic Fellowship Program Committee
  - ii. Bylaws Committee
  - iii. Education Council
  - iv. Health Policy Council
  - v. Judicial & Ethics Committee
  - vi. Public Media Committee
  - vii. Publications Committee
11. International Guest Speakers. The Secretary works in conjunction with the Chair of Education in corresponding with international urology associations and identifying AUA Lecturers to speak at those international meetings.

#### **IV. QUALIFICATIONS/REQUIREMENTS:**

- AUA Member, Active in the practice of urology for the entire term of office.

- Exceptional leadership qualities (must be effective communicator, highly organized, decision-maker and consensus builder).
- Corporate/board governance experience.
- Knowledge of AUA History (e.g., prior Board of Directors member, Section Officer or experience on AUA committees, etc.).
- Must be available for frequent communication with members of the Board of Directors and staff via email, facsimile, and teleconference (16 hours per week commitment).
- Must be able to travel regularly (approximately 40 overnight stays during Association year).
  - July/August – Industry Committee (2)
  - October – Fall Board of Directors Meeting (3)
  - Summer/Fall – Various International Meetings (6)
  - Fall (Misc. Headquarters Meetings) (3)
  - February – Winter Board of Directors Meeting (5)
  - Winter/Spring – Various International Meetings (6)
  - March/April – Washington, DC Joint Advocacy Conference (3)
  - Spring – (Misc. Headquarters Meetings) (3)
  - Spring – Board of Directors/Annual Meeting (7)
- Must receive appropriate training as AUA spokesperson.
- Must regularly compose/review correspondence, articles and reports.
- Must comply with applicable laws, regulations, bylaws, policies and Code of Ethics.
- Must understand that all power rests with the full Board, not individual Board members.
- May not serve as Expert Witness (for either plaintiff or defendant) in medical liability cases while a member of the Board.
- Must divest him or herself of significant relationships for the term of their position or office, with the pharmaceutical and device industries including:
  - a. Any governance role with a Pharma company
  - b. Any role as consultant or advisor to Pharma
  - c. Any role as paid lecturer or paid attendee at a Pharma event.

**TIME COMMITMENT**

It is expected that a person devote 12-16 hours per week in addition to about 40 nights of travel.

*May 2008*