

The Secretary of NFDA serves for one year on the Board of Directors and is responsible for recording and distributing minutes for all meetings of the Board of Directors. The Secretary performs such other duties as the corporate secretary of a corporation ordinarily assumed by custom and statute by secretaries of a corporation. The Secretary is elected each year by a plurality vote of the NFDA firm and individual members.

Principal Responsibilities of the Secretary

1. Ensures that notice is given for, attends and keeps the minutes of the Board of Directors meetings, attends the Advocacy Summit, Leadership Conference, Issues Forums and Convention, in person or virtually.
2. Serves as a voting member of the Board of Directors.
3. Conducts all roll call votes requested at any meeting of the Board of Directors, Issues Forum, Voting forum of At-Large Representatives or where requested.
4. Serves on the national spokesperson team and on committees and task forces as needed.
5. Ensures that all books, reports, statements, certificates and all other documents and records required by law are properly kept and filed.
6. Performs all duties regarding the receipt, dissemination or publication of amendments, resolutions and other official business of NFDA as required by the Bylaws.
7. When requested, represents NFDA at state conventions and/or allied professional meetings.
8. Writes a column for The Director.
9. Identifies and cultivates future leaders.
10. Performs such duties as directed by the President or the Board of Directors.

Expectations

1. Is well acquainted with the organization's mission and vision; is cognizant of internal and external forces that affect the organization.
2. Is actively engaged in programs, services and fundraising initiatives.
3. Understands NFDA's governing policies and is well acquainted with the Bylaws.
4. Makes time to check mail, faxes and electronic transmissions on a regular basis and respond to requests for information and feedback in a timely manner.
5. Exhibits high ethical and professional standards at all times.

Personal Qualities

1. Vision: the capacity to inspire a shared vision; the willingness to place long-term interests above short-term or personal gain.
2. Objectivity: the ability to listen carefully and accurately record the minutes of meetings.
3. Attention to Detail: to assure records are kept accurately.
4. Energy and Commitment: enthusiasm for the job and the ability to inspire others. Must be willing and able to devote the time necessary to carry out all job responsibilities.

Qualifications

A candidate for an NFDA Board Position must meet all qualifications for the position for which they apply.

Individual members are the only members of NFDA that are entitled to serve on the Board of Directors. All individual members of NFDA must, to the extent required by State law, possess all necessary licenses to engage in the profession of funeral directing and/or embalming. All individual members of NFDA agree, as a condition of membership, to abide by the NFDA Bylaws and Code of Professional Conduct.

A candidate must have possessed all necessary qualifications to engage in the profession of funeral directing and/or embalming for at least five (5) years.

Must be an active member of NFDA, including being active in NFDA for a minimum of five (5) years immediately preceding the candidacy and participating in a minimum of five (5) NFDA events. Events can include in-person events, online events, course work, or participating on a committee, task force, or work group. A minimum of three (3) of these events must be in-person.

Must demonstrate past service in a leadership role, preferably in funeral service, with state or national significance.

Experience

Experience with not-for-profit volunteer board operations, preferably at the national level.

Experience with Robert's Rules of Order.

Demonstrated active support of NFDA's mission, vision, values, programs and services.

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