



## POSITION ANNOUNCEMENT

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<b>JOB TITLE</b>	<b>UNIVERSITY SECRETARY</b>
<b>TYPE OF VACANCY</b>	<b>CONTRACTUAL</b>
<b>DEPARTMENT/UNIT</b>	<b>OFFICE OF UNIVERSITY SECRETARY</b>
<b>REPORTS TO</b>	<b>CHAIRMAN OF THE BOARD OF TRUSTEES</b>
<p><b>SUMMARY:</b> The University Secretary is appointed by the Board of Trustees in accordance Statute V of the University of The Bahamas Act, 2016. The University Secretary is responsible solely to the Board of Trustees and reports directly to the Chair of the Board in relation to Board of Trustee business. The position is central to the administration of the Board, and is responsible for documenting board meetings, maintaining the disclosure register, preparing minutes, relative to deliberations, discussions, and applicable resolutions, for further communication and distribution where necessary.</p>	
<p><b>DUTIES &amp; RESPONSIBILITIES:</b> The position of University Secretary is required to perform a variety of tasks including, but not limited to, the following:</p> <p><b>Board Administration:</b></p> <ul style="list-style-type: none"> <li>➤ The University Secretary has sole responsibility for advising the Board on all matters of Board procedure.</li> <li>➤ The Secretary shall ensure that all documentation provided to members of the Board is concise and its content is accurate and appropriate.</li> <li>➤ The University Secretary shall be responsible for ensuring that adequate clerical support is provided to Board Committees.</li> <li>➤ The University Secretary shall be responsible for the custody of the University Seal and for its proper use.</li> <li>➤ The University Secretary shall be responsible for arranging orientation for new members of the Board and shall draw the attention of Board members to training activities with appropriate providers</li> <li>➤ The University Secretary shall arrange for payment of stipends payable to Trustees, and reimbursements to Board members expenses they incur in carrying out Board business</li> <li>➤ The University Secretary will be required to form effective working relationships with the Chair and Vice Chairman of the Board and the President/Chief Executive Officer of the University.</li> <li>➤ The University Secretary is required to consult with the President/Chief Executive Officer and keep him fully informed on any matter relating to the business of the Board of Trustees (other than in relation to the Board's consideration of the President/Chief Executive Officer's emoluments).</li> <li>➤ The University Secretary is required to advise the Chairman in respect to any matters where conflict, potential or real, may occur between the Board and the President/Chief Executive Officer.</li> <li>➤ The University Secretary will be required to form effective working relationships with other senior administrators in the University in order to facilitate the effective conduct of Board business.</li> </ul>	

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### **DUTIES & RESPONSIBILITIES:**

#### **Board Secretary:**

- Assures that an agenda has been prepared by the Board, President and/or CEO and that the agenda is distributed in advance of the meeting;
- Oversees the distribution of the background information for agenda to be discussed;
- Prepares the official minutes of the meeting and records motions, discussions, votes and decisions;
- Prepares and provides previous meeting's written minutes to board members before the next meeting and records any changes or corrections;
- Assures that documents (bylaws, roster of board members) are accessible to members;
- Schedules and notifies board members of upcoming meetings;
- Holds members accountable for their tasks;
- Completes any other duties as may be assigned by the Board Chairman.

### **REQUIREMENTS:**

- Proficient in the use of Microsoft Office Suite of Products;
- Excellent planning, organization and time management skills;
- Strong written and verbal communication skills;
- Detail oriented;
- Ability to multitask, and demonstrate flexibility with respect to activities, assignments;
- Interpersonal sensitivity;
- Emotional intelligence ability;
- Self-starter, has the ability to demonstrate initiative in the completion of assignments or addressing issues/concerns;
- Comfortable with technology and learning new technology tools;
- Has superior service and accountability work orientation;
- Records management ability;
- Ability to develop positive working relationships;
- Resourceful problem solver;
- Strong personal commitment to higher education and the values, and objectives of the University;
- High standard of personal and professional development;
- Demonstrate high degree of confidentiality, integrity, honesty;

### **QUALIFICATIONS:**

- A Bachelor's degree in law, accounting, management, communications, or any other relevant field;
- Certification as a Board Secretary is preferred;
- Have relevant practical/professional experience of no less than five (5) years.



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<b>Salary Grade</b>	<b>Contractual</b>
<b>Date Published</b>	<b>August 22, 2022</b>
<b>Application End Date</b>	<b>September 2, 2022</b>
<b>Date to be Removed</b>	<b>September 2, 2022</b>
<p><b>Requested Information:</b> Interested applicants should submit the following electronically to the Human Resources Committee (<i>noting the position in the subject field of the email</i>), via the email address below:</p> <ul style="list-style-type: none"><li>➤ A cover letter of interest highlighting work experience and accomplishments relevant to the position;</li><li>➤ Current Curriculum Vitae or Resume;</li><li>➤ Copies of Qualifications and Certificates;</li><li>➤ At least three (3) written, professional references.</li></ul> <p><b>Email Address:</b> <a href="mailto:boardsecretaryapply@ub.edu.bs">boardsecretaryapply@ub.edu.bs</a> <b>Subject:</b> University Secretary <b>Attn:</b> Chairman, Human Resources Committee</p>	
<p><i>The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the University Secretary.</i></p>	