

**Family: Executive/Chief Officers**

**Level: PR2**

**Position Profile Title: Secretary of the Board**

Salary Grade	Minimum	Midpoint	Maximum
9	\$104,100	\$143,112	\$182,112

**PROFILE SUMMARY:**

The position in this profile serves as the Secretary of the Board at Oregon State University, an officer of the university, a member of the President’s Cabinet, and a senior administrator of the university. This position serves as the primary liaison between the university’s governing body, the Board of Trustees, and the university administration and is responsible for working with the President, Cabinet, and Board in promoting effective Board governance and fostering collaboration between members of the University and the Board. The Secretary provides counsel and advice on Board issues to the President and other members of the executive administration and serves as the liaison between the Board and the university administration on policy and procedural matters, governance, and communications pertaining to the Board.

**DISTINGUISHING CHARACTERISTICS:**

The distinguishing characteristics of the Secretary of the Board profile are the responsibilities to serve as the liaison between the Board of Trustees and the University Administration. This position is a senior administrator of the university providing counsel and advice on policy and procedural matters, governance and communications pertaining to the Board. Position serves as a member of the President’s Cabinet.

**PRIMARY POSITION RESPONSIBILITIES:**

1. In consultation with University leadership and other senior administrators and at the direction of the Board Officers, provides strategic, high-level, and confidential advice, planning, and management, including developing and utilizing long term work plans in support of decision making
2. Serves as key advisor to the Board Officers and, with the committee liaisons, to the Board committee officers on internal and external issues related to the Board, its governance and its operations.
3. Provides research for the Board and provides or coordinates the gathering of data and other factual information related to on-going and emerging issues of importance to the university.
4. In consultation with the General Counsel, assists the Board in developing University policies.
5. Assists the Board Chair and President with the recruitment and education of new Trustees and, in collaboration with committee liaisons, the selection of committee officers and members.
6. Organizes and implements strategies and other actions to facilitate and coordinate the Board's deliberations, actions and other activities, including meetings, annual retreats, publications, directories, committee staffing, and orientation of new Trustees.
7. Maintains and retains records, documentation, policies and standards adopted by the Board and its committees.
8. In coordination with the Vice President for Finance & Administration, develops and administers the annual operating budget for the Board and the Board Office, ensuring that expenditures are in compliance with University policies and procedures.
9. Ensures compliance with University policies, state and federal laws and regulations and industry standards.

**PROBLEM-SOLVING AND DECISION-MAKING:**

Problems are highly varied, complex and often non-recurring; require novel and creative approaches to resolution. New concepts and approaches may have to be developed.

Decisions have significant, broad implications for the management and operations of a division/entire organization; makes decisions on the overall strategy and direction of the division/entire organization.



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Decisions impact:

- Entire University
- Functions across the University
- Department
- Direct team
- Donors and Alumni
- Student/Parents
- Other External Agencies and Institutions

**ACCOUNTABILITY:**

Results are defined by university and Board of Trustees strategy, mission and vision; incumbent sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Supervises work of employees, including planning, assigning, scheduling and reviewing work, ensuring quality standards. Is responsible for hiring, terminating, training and developing, responding to grievances, reviewing performance and administering corrective action for staff. Plans organizational structure and job content.

Monitors, informs, reports, reconciles and/or moves funds within budgets. Drafts/develops, approves within budget.

**RELATIONSHIPS WITH OTHERS:**

Collaborates and interacts within the Dept/Unit, University Wide, and Externally to:

- Exchange routine, factual information and/or answer routine questions.
- Exchange detailed information or resolve varied problems.
- Access and/or work with sensitive and/or confidential information.
- Identify needs/concerns of others, determine potential solutions, resolve or redirect appropriately.
- Persuade, gain cooperation and acceptance of ideas or collaborate on significant projects.
- Resolve conflict, negotiate or collaborate on major projects.
- Handle sensitive issues and facilitate collaboration at the highest level.
- Develop and maintain relationships with key contacts to enhance workflow and work quality.

**TYPICAL REQUIREMENTS:**

Bachelor's degree from an accredited institution.

At least 5 years of experience working directly with a board of directors, chief executive officer, or equivalent in a professional, governmental, or executive setting.

**DISCLAIMER:**

The above statements are intended to indicate the general nature and level of work performed by positions within this job profile. They are not designed to contain or be interpreted as an exhaustive list of all duties,

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responsibilities, skills, and qualifications required of all employees within positions covered by this job profile.