

Open WUSS Executive Committee Position: Secretary

Western Users of SAS Software (WUSS) Executive Committee (EC) is seeking applications for the position of **Secretary**. This position is appointed by current EC members based on applications from WUSS attendees. The three-year term begins Fall 2021 at a meeting date and time to be scheduled.

Members of the WUSS Executive Committee:

- participate in a volunteer capacity
- have knowledge of the WUSS organization and maintain a personal commitment to its goals and objectives
- have participated in in-house, local, special interest, regional or national SAS users' groups
- attend all WUSS EC meetings which are held,
 - in person or via video conference call, usually three weekend days per year: immediately following the WUSS conference, in winter (late January/early February), and in spring (late May/early June); travel expenses are covered by WUSS
 - via video conference call and email discussions, as needed

Position Description:

The Secretary is an officer of the Executive Committee (EC) and maintains documentation associated with the WUSS organization. This includes recording minutes at EC meetings, as well as maintaining Executive Committee document archives. The Secretary should have strong communication skills, excellent organization and management skills, creativity, and leadership skills. Familiarity with electronic document management and document sharing software is a plus.

Duties of the Secretary include:

- Maintain and update EC Bylaws, Operating Guidelines, EC Contact Lists, and other EC files
- Manage the electronic document management system (currently Google Drive) and provide access and support for all EC members
- Record and distribute minutes of EC meetings within three weeks following each meeting
- Tally, record, and report results of all EC votes, including email votes
- File an annual Statement of Information with the California Secretary of State
- Chair the EC Governance Committee

To apply, submit:

- a resume highlighting your relevant professional and user group experience
- an explanation of why you will make a good EC member and what you will contribute to the WUSS EC
- your goals for WUSS
- why you should be selected as Secretary

Submit your application to the WUSS president at president@wuss.org by **July 15**. The WUSS EC will evaluate submissions based on the above criteria and make a decision by late July.

Help us get the word out! Feel free to pass this announcement along to any possible candidates. If you wish to nominate someone for this position, submit your nominations to president@wuss.org by **June 30**. We will then solicit an application from them.