



PPD COP Secretary Position Description	
Updated on 27-Jan-12	
COP Secretary Overview:	
The COP Secretary is a Steering Committee officer, although it is not a required position and not all COPs will fill this position. The Process/ Product Development Community of Practice (PPD COP) Secretary assists the Chair by documenting official COP proceedings. The incumbent is generally a Subject Matter Expert in the discipline of the COP, although this is not a requirement.	
Position Purpose and Objectives:	
The incumbent is expected to document official COP proceedings, issue draft minutes, collect comments or corrections from participants, and issue corrected final minutes. The position of Secretary can be filled by a less experienced member of the COP as a growth position. Alternatively, depending on the charter of the COP, the Secretary could be the first of a sequence of offices culminating in the Chairmanship.	
Appointed by: Steering Committee	
Responsibilities of this Position:	
<ul style="list-style-type: none"> • The incumbent is responsible to ensure that a record is kept of attendance at meetings of the COP steering group • The incumbent is responsible to ensure that the proceedings are recorded as minutes for Steering Committee meetings, and if such meetings are held, general membership meetings • The incumbent is responsible to ensure that minutes are recorded and distributed to the Steering Committee and any required corrections to the record are made 	
Skills/Experience Requirements for this Position:	
<ul style="list-style-type: none"> • The incumbent must be an ISPE Member • The incumbent should be a subject matter expert in the discipline of the COP (this is optional if the COP elects to use the position developmentally) • The incumbent should have good leadership skills 	
Length of Service: 1 Year Additional Details (optional): The COP may define a longer term of office	
Time Commitment: Approximate hours per month: >0 to 5 Hours	
Work will be <input type="checkbox"/> intermittent <input checked="" type="checkbox"/> regular <input type="checkbox"/> regular with peaks requiring additional effort.	
Resource Requirements	
Provided by ISPE staff or volunteers: The staff project manager will provide help for project-based assignments. The COP Chair and Steering Committee will support assignments as well. See staff project manager responsibilities document for specific details related to tasks that staff project managers are responsible for.	
Expected from the volunteer (or his/her employer): The incumbent should have commitment from his/her employer to allow participation in committee meetings during working hours. The volunteer or employer should also be willing and able to fund any travel required, e.g. ISPE conferences or COP meetings. Access to electronic tools (email, internet) is expected.	
Meeting Schedule:	
Minimum of 3 meetings per year. Meetings can be virtual, but at least one face-to-face meeting is preferred.	
Attendance Requirement:	
The Secretary should attend a minimum of 75% of the meetings; all of them if possible.	

Volunteer Expectations

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| <ul style="list-style-type: none"> ✓ Actively participate in meetings ✓ Read materials and come prepared to each meeting ✓ Listen to people and ideas ✓ Become knowledgeable of the Society's policies and procedures ✓ Complete assignments on time | <ul style="list-style-type: none"> ✓ Respond to communications in a timely manner ✓ Develop a good relationship with Staff ✓ Respect confidentiality ✓ Fully support all decisions of the Board and Committee ✓ Always act in the best interests of ISPE |
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If you are interested in volunteering for this position please click the link to complete a Volunteer Profile <http://www.ispe.org/volunteerprofile>