



Governance Committee

Action Item IV-B

September 26, 2012

Approval of Board Secretary Job Description



Washington Metropolitan Area Transit Authority

POSITION DESCRIPTION

TITLE	
Job Title	Board Secretary

REPORTING RELATIONSHIPS	
Reports to (Title)	Board of Directors
Direct Reports (Titles)	Assistant Board Secretary, Board Administrative Program Assistant, Riders' Advisory Council Staff Coordinator, Board Administrative Specialist

SUMMARY DESCRIPTION
<p>The Board Secretary serves as the liaison between the Board of Directors, the Authority, its advisory bodies and the public, ensuring that all matters are handled effectively. Responsibilities include managing the decision making process, exchange of information, and documentation of outcomes in support of Board activities. The position also works proactively with the GM/CEO and senior staff to carry out the policies, goals and initiatives of the Board. The Board Secretary serves as the principal contact for the Board of Directors and oversees a team of direct reports to fulfill these duties.</p>

KEY RESPONSIBILITIES
1. Ensures the timely preparation and distribution of materials (e.g., requests, agendas, schedules, notices, resolutions, etc.) for Board and Board Committee meetings, consistent with Board-approved bylaws and procedures (e.g., via web).
2. Keeps all official records of Board activities (minutes of proceedings, resolutions, etc.), including those of Board Committees, as directed by the Board; ensures they are available externally as appropriate (e.g., via web).
3. Oversees the Board and Board Committee calendars; helps determine and plan the frequency of meetings.
4. Works with Officers and Directors to ensure that internal policy and report documentation is complete and correct and does not lead to errors.
5. Advises Board members of significant operational incidents, accidents and media coverage in a timely manner in cooperation with the CEO and Media Relations Office.
6. Manages the correspondence between the Board and other parties including internal coordination with Authority staff; reviews responses for quality and completeness before sharing them with the Board.



Washington Metropolitan Area Transit Authority

KEY RESPONSIBILITIES

7. Facilitates the public hearing process in compliance with Authority Compact requirements, rules and regulations to include ensuring appropriate legal notices, newspaper announcements, hearing site arrangements, witness lists, transcripts, and compilation of correspondence records.
8. Represents the Board on a variety of issues when dealing with WMATA stakeholder groups including, but not limited to, the Accessibility Advisory Committee and the Riders' Advisory Council.
9. Works with the Board of Directors and executive management staff to coordinate the consideration and review of policy issues.
10. Coordinates various processes/channels for public input to the Board (e.g., Board meetings, Board committee meetings and other venues).
11. Acts as a primary point of contact and source of Board-related advice/guidance for senior management with regard to the Authority and its activities.
12. Is responsible for coordinating the orientation of new Board Members.
13. Recommends policies and procedures to manage staff interaction and communication with the Board of Directors.
14. Advises the Board on Governance best practices for public entities including making recommendations for changes regarding the procedures, bylaws, and ethics documents.

KNOWLEDGE, SKILLS AND ABILITIES

1. Thorough knowledge or the ability to rapidly acquire such knowledge of the Authority's rules and regulations and administrative systems and procedures.
2. Project management skills necessary to plan, coordinate and ensure the proper implementation of all administrative matters related to the functioning of the Board of Directors.
3. Current knowledge of governance initiatives relevant to the Board support function; ability to conceive and implement actions needed to provide responsive and effective support to the Board.
4. Strong communication skills with the ability to effectively develop comprehensive, yet succinct, written and presentation documents that communicate Authority and Board of Director issues.
5. Ability to respond to directives received from individual members of the Board while being mindful that matters of policy significance, and/or significant resource utilization, require direction from the full Board and a high level of discretion and confidentiality.
6. High level of diplomacy and tact, ensuring confidentiality of information when required.



Washington Metropolitan Area Transit Authority

KEY BEHAVIORAL COMPETENCIES	
Competency	Definition
1. Drives Results	Drives hard to produce the best results for the Board and WMATA. Readily rises to the challenge and continues to raise the bar. Overcomes barriers rather than getting blocked.
2. Collaborates with Others	Openly builds cross-functional and external relationships. Shares information to improve collaboration and outcomes. Pushes through boundaries that might otherwise limit effectiveness.
3. Cultural Sensitivity	Combines an openness to, and awareness of, diversity across cultures and political environments – with an ability to see common patterns among groups and perspectives. Leverages the strengths of different cultures, backgrounds, and ways of thinking.
4. Adaptability	Adapts quickly to new situations and requirements, and maintains control during periods of rapid change. Looks for ways to make changes work rather than reasons why they may not work perfectly.
5. Influences & Networks	Uses rational arguments, information and clear communications to influence others. Tailors communication style and message to the audience. Does not give up when others are not quickly persuaded, but tries a different approach.
6. Mental Agility	Conceptualizes a diverse amount of data into a concise framework that helps others understand appropriate actions to take for business success. Consistently makes sound decisions based on business knowledge, analysis and logic.
7. Courage	Speaks up for point of view and addresses difficult issues, but in a way that builds support rather than alienation. Takes action based on values, even when there is significant personal risk. Confronts tough issues head on, projecting confidence.
8. Learning Agility	Proactively develops knowledge and skills by seeking out learning opportunities, observing others with exceptional skills and moving beyond an individual comfort zone. Constantly looks for new information and feedback to improve performance.



Washington Metropolitan Area Transit Authority

MINIMUM QUALIFICATIONS

A Bachelor Degree in Business Administration, Public Administration, or a related field from an accredited college or university. A minimum of twelve (12) years of progressively responsible and diversified executive level administrative management and supervisory experience to include successfully demonstrated experience in the development and implementation of major policies, and in the effective delegation of authority and responsibility. Experience interacting with the public and high profile individuals, including external executives and/or Board of Director members.

Experience may be considered in lieu of education if the candidate can effectively demonstrate functional/technical competence and progressive responsibility.

MEDICAL GROUP

Satisfactorily complete the medical examination for this position, if required. The incumbent must be able to perform the essential functions of this position either with or without reasonable accommodations.