

General Secretary for The Society for Archaeological Sciences (SAS)

This is a volunteer (unpaid) leadership position with a US-registered 501(c)(3) tax-exempt scientific organisation. This position is appointable by recommendation of the President of the Society and a subsequent majority vote of the Executive Board. The General Secretary may serve renewable one-year terms without any limitation as to length of service.

The General Secretary of the Society for Archaeological Sciences (SAS) is responsible for a variety of tasks which ensure that its administrative and organisational functions run efficiently. These include:

Record Keeping: Maintaining, distributing and archiving accurate and permanent records of all Society activities, including meetings, decisions, and membership information.

Correspondence: Handling correspondence with members, affiliates, and other organisations on behalf of the Society.

Membership Management: Overseeing the membership process, including new member application and enrollment, renewals, changes in membership status, and maintaining the SAS member database. Preparing the annual GS report, including membership statistics. Streamlining existing procedures for monitoring membership and renewals.

Event Planning and Elections: Assisting in the planning and organisation of Society events, such as the Annual General Meeting as well as SAS online ballots. Organising and managing the bi-annual election for President-Elect.

Financial Management: Assisting the Treasurer in financial matters, including budgeting, invoicing, and payments, especially as they relate to membership fees. Filing the annual tax returns for the Society.

Board Support: Providing administrative support to the Society's Board of Directors.

Policy Implementation: Being familiar with the [by-laws of the Society](#) and ensuring that Society policies and procedures are followed.

Required Attributes for a Candidate

- Current dues-paid (annually renewing or lifetime) member of SAS.

Desirable Attributes for a Candidate

- Continuous membership in SAS for at least the last three consecutive years.
- Strong organisational and written communication skills to maintain accurate records, and manage society records (meeting minutes, official correspondence).
- Detail-oriented to ensure that all documentation, including financial records, election results, and membership data, is precise and well-organised.

- Experience with membership databases, including managing contacts, memberships renewals, and ensuring that members are regularly informed about organisational activities and benefits.
- Basic financial literacy, with experience in managing budgets, processing payments (e.g., membership fees, donations), and maintaining financial records.
- Strong interpersonal skills to work collaboratively with the Executive Board and general members. The General Secretary will often serve as the face of the organisation when interacting with external stakeholders.
- Current or past leadership roles in The Society for Archaeological Sciences. These are *not* limited to Executive Board positions. Bulletin Associate Editors, Inter-Organization Delegates, Student Ambassadors, Webmasters, Social Media Volunteers, and organisational roles at SAS-supported events (e.g., conference program or session chairs) are all examples of desirable experience.