



Board of Directors – Secretary Position

Overall Scope

To provide responsible recordkeeping of actions taken at the Board of Director's meeting.

Responsibilities

- Maintains records of the board and ensures effective management of organization's records.
- Manages minutes of board meetings
- Ensures minutes are distributed to members shortly after each meeting
- Is sufficiently familiar with legal documents (articles, by-laws, IRS letters, etc.) to note applicability during meetings
- Keeps copies of the organization's bylaws and the Board's policy statements.
- Keeps lists of officers, Board Members, and committees
- Keeps record of Board attendance.
- Makes sure that there is a quorum at Board meetings.
- Records all motions and decisions of meetings.
- Records all corrections to minutes.
- Keeps copies of minutes of both Board and committee meetings.

Board Committees

The Secretary shall be a member of the Fundraising Committee

Term:

The term for Secretary shall be up to three (3) years.

Board Meetings

The Secretary will attend Board of Director's meetings.

Qualifications

- Strong organizational skills and attention to detail.
- Ability to work in a team and to delegate responsibility.
- Knowledge of and commitment to the purpose and programs of the organization.