



## **JOB DESCRIPTION SECRETARY**

### **Secretary**

#### **Position Overview:**

The Secretary ensures the smooth functioning of board meetings and helps keep the organization compliant with its bylaws. This role involves maintaining accurate records, scheduling meetings, and supporting organizational governance by preserving vital documentation.

#### **Key Responsibilities:**

- **Meeting Minutes:** Take accurate minutes during board meetings and ensure they are properly documented, stored, and accessible to board members.
- **Meeting Scheduling:** Schedule regular board meetings, including sending out notices, agendas, and any relevant materials in advance.
- **Records Management:** Keep board member contact information up-to-date and maintain the organization's key records, such as bylaws, meeting minutes, and governance documents.
- **Compliance:** Ensure the board complies with its bylaws by keeping accurate records of discussions, votes, and decisions made during meetings.
- **Information Requests:** Serve as the point of contact for any board members or staff requiring information from previous meetings or decisions.
- **Coordination:** Assist in coordinating any additional duties between meetings, including follow-up on action items and tasks as required.

#### **Qualifications:**

- Strong attention to detail and organizational skills.
- Ability to manage multiple tasks and deadlines efficiently.
- Excellent communication skills for coordinating with board members.
- Familiarity with nonprofit governance and bylaws (or a willingness to learn).