

Board Secretary Job Description

General description:

The secretary shall record the official minutes and attendance records of all proceedings of all annual, special and Board of Directors meetings of the Association. The secretary determines whether a quorum is present at meetings, which must occur in order for voting to take place. The secretary shall be responsible for the proper documentation of all procedures and communication management. Secretary shall keep minutes of all executive committee meetings and board of director meetings and work with Association manager to ensure documents are prepared and accessible for all board meetings.

The Secretary shall perform such duties as may be assigned by the President or Board of Directors and guided by the bylaws and policies of the Association.

Duration:

2 years, if elected; remainder of 2-year term if previous secretary cannot continue; can be appointed to second 2-year term

Scheduled tasks:

- Daily:
 - check secretary@nationalhumanservices.org email address and respond to time sensitive messages as appropriate (15 min.)
- Weekly:
 - Respond to all other emails as necessary (30 min.)
- Biweekly:
 - Attend and participate in Executive Committee meetings (2 hrs.)
 - Report on status of projects the secretary may be working on as a member of subcommittees
- Bimonthly:
 - Attend BOD meetings (2 hrs.)
 - Record and save minutes of Board meetings (1-2 hrs.)
- Sporadic:
 - Serve on other committees or attend other committee meetings
 - Formulate and lead nomination committee
 - Formulate and lead bylaw review committee
 - Support and oversee the volunteer coordinator to ensure organizational needs are being met.