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| **Job Title: Secretary** |
| **Reports to: Board Chair** |

**Position Overview:** The Association Secretary is the official record-keeper for the organization. The Secretary shall work collaboratively to ensure that all agendas and minutes are prepared in compliance with statues, bylaws and governance. The Secretary shall present all minutes for approval during board meetings. The Secretary shall review and make recommendations for record retention of all official Association records.

Primary Job Functions

* Regularly attends Board meetings and important related meetings
* Makes serious commitment to participate actively in Board work
* Volunteers for and willingly accepts assignments and completes them thoroughly and on time
* Stays informed about Board matters, prepares themselves well for meetings, and reviews and comments on minutes and reports
* Gets to know other Board members and builds a collegial working relationship that contributes to consensus
* Is an active participant in the Board’s annual evaluation and planning activities
* Works closely with the Executive Director as agreed to by the President
* Responsible for taking minutes at each official Board meeting and for providing a finished set of minutes to the Executive Director
* The Secretary presents the minutes at the next Board meeting and will coordinate any changes needed to the minutes with the Executive Director.
* Secretary shall share legal instructions at the start of every official Board meeting and include a statement in the minutes
* Voting Position
* Secretary shall ensure that appropriate Association documents are maintained in accordance with recommended record retention policies.

**Other Skills/Abilities**

* Strong leadership skills
* Knowledge of Robert’s Rules
* Facilitation skill
* Proficient in business management
* Good verbal and writing skills
* Basic Accounting & Finance