

## ***Board Secretary Job Description***

### **Purpose:**

To ensure that actions of the board are documented.

### **Responsibilities:**

- Attend all board meetings
- Serve on the executive committee
- Maintain all board records and ensure their accuracy and safety
- Prepare and review board minutes
- Assume responsibilities of the chair in the absence of the board chair, and vice chair
- Provide notice of meeting of the board and/or of a committee when such notice is required

**Elected By:** Board

**Length of Term:** One year

**Time Commitment:** As required to accomplish major duties.

**Reporting:** The secretary reports to the board chair and to the board.

### **Knowledge and Skills:**

1. Knowledge of the organization and personal commitment to its goals and objectives.
2. Strong written communication skills

**Budget Support:** Costs of conferences