Board Member Portfolio: Secretar**y**

**Role Overview**  
The Board Secretary plays a crucial role in supporting effective governance through communication, organization, and record-keeping. This position ensures transparent processes and keeps the organization’s operations running smoothly.

**Roles and Responsibilities**

**1. Meeting Management**

* **Agenda Preparation:**
  + Collaborate with the Board President and Executive Director to develop thoughtful board meeting agendas.
  + Distribute agendas to board members prior to meetings.
* **Minutes Recording and Distribution:**
  + Accurately record minutes at each meeting, capturing essential discussions, decisions, and action items.
  + Distribute minutes promptly and ensure approval at subsequent meetings.
* **Meeting Logistics:**
  + Coordinate logistics for board meetings, including scheduling dates, securing venues or setting up virtual platforms, and distributing necessary materials.

**2. Documentation and Record-Keeping**

* **Records Management:**
  + Maintain organized records of all board meetings, including minutes, resolutions, and supporting documents.
  + Ensure safe storage and easy access to historical records for board members and auditors.
* **Documentation of Board Policies and Bylaws:**
  + Update and keep current files or manuals of bylaws, board policies, and organizational procedures.

**3. Compliance and Legal Responsibilities**

* **Legal Compliance:**
  + Ensure the organization complies with all documentation-related legal and regulatory requirements (ex: annual state filings).
  + Record any amendments to bylaws, policies, or board resolutions.
* **Communication with Regulatory Bodies:**
  + File necessary documents with regulatory agencies, such as updates to board membership or changes to articles of incorporation.

**4. Communication and Correspondence**

* **Internal Communication:**
  + Act as a communication liaison among board members, making sure all have access to relevant documents and updates.
* **External Communication:**
  + Handle official board correspondence to ensure timely and appropriate responses.
  + Manage communications and documentation from other organizations or regulatory entities.

**5. Support and Facilitation**

* **Support to the Chair/President:**
  + Assist the Board President in ensuring efficient and effective board operations.
* **Board Elections and Nominations:**
  + Oversee the board election process, maintain up-to-date records of board member terms, and help facilitate nominations and elections.

**6. Orientation and Training**

* **Board Member Orientation:**
  + Assist in organizing orientation for new board members to introduce them to roles, responsibilities, and governance processes.
* **Training and Development:**
  + Facilitate opportunities for board member training and ongoing development as needed.

**7. Miscellaneous Duties**

* **Maintaining Member Roster:**
  + Keep an accurate and current contact list of all board members.
* **Signatory Duties:**
  + Serve as an authorized signatory for organizational documents, if given approval by the board.
* **Evaluation and Improvement:**
  + Participate in evaluating board effectiveness and recommend improvements to governance and operational processes.

**Qualifications**

* Commitment to the organization’s mission and values.
* Excellent organizational skills and attention to detail.
* Strong written and verbal communication abilities.
* Discretion and a sense of confidentiality.
* Ability to work collaboratively with other board and staff members.

*Helpful, but not required:*

* Previous experience as a secretary, administrative assistant, or board member.
* Familiarity with document storage systems (digital or paper) and basic office technology.

**Time Commitment 10-15 hours/month**

* Attend all board meetings.
* Dedicate additional time for preparing agendas, writing and distributing minutes, and fulfilling compliance and documentation obligations.

**Measures of Success**

* Board materials and minutes are prepared, distributed, and approved promptly.
* All compliance filings and documentation are up-to-date.
* Board members and auditors have easy access to accurate and complete records.
* Board elections and member transitions occur smoothly.
* New board members are oriented, and board operations are fully supported.

**Support**

* Templates for agendas, minutes, and compliance documents.
* Support from the Board Chair/President and past Secretaries.
* Guidance on regulatory filing requirements and recordkeeping best practices.

*Approved by the Board on: [Insert Date]*