



## *Secretary of the Board Job Description*

**Member of and Elected by:** The Board of Directors

**Reports to:** The Chair and the Board of Directors

**Supports:** Member of the staff or volunteer taking minutes

**Term of Office:** One year; renewable for one year

### **General Responsibilities:**

Provides direction for the keeping of legal documents including minutes of all meetings of the board of the organization.

### **Specific Responsibilities:**

- Certify and keep at the principal office of the corporation the original, or a copy of the bylaws as amended or otherwise altered to date.
- Keep at the principal office of the corporation or at such a place as the Board may determine a book of minutes of all meetings of the Directors and meetings of committees. Minutes shall record time and place of meeting, whether regular or special, how called, how notice, if any was given, the names of those present or represented at the meeting and the proceedings thereof.
- Present for approval by the Board copies of all minutes of meetings of the board.
- Ensure that all notices are duly given in accordance with the provisions of the by-laws or as required by law.
- In general, serves as the protocol officer of the board, ensuring that the keeping and posting of meeting minutes, meeting notifications, adherence to open meeting laws, and other procedural requirements are followed legally and ethically.
- In general, perform all duties incident to the office of the Clerk and such other duties as may be required by law, by the Articles of Incorporation or bylaws, or which may be assigned to him or her from time to time by the Board of Directors.
- Keep record of all Board votes in the Business Directors office and in an online database that is available to all staff, stakeholders and board members.

### **Qualifications:**

- A commitment to the organization and an understanding of the organization and its values, mission and goals and the distinctions between governance and management.
- An understanding of the required record keeping and the laws of the jurisdiction (city, state) in which the organization operates.
- A capacity for attention to detail.

### **Indicators of effectiveness:**

- Meets annual goals as identified and adopted by the board at the beginning of the leadership term.
- Is perceived by other board members as being an accurate and reasonable steward of the decision-making history of the organization and as being ever mindful of the duties and requirements of public service.
- Is perceived by staff as supporting and adding value to their work.
- Is perceived by a majority of parents and other community members as being accessible, fair, constructive, and representative of the interests of the broader school community.