

Board Secretary Roles and Responsibilities

Appointment: Nominated by Governance Committee and elected by the Board of Directors

Term: Officers shall hold office hold office for two years with the possibility of two consecutive terms

Roles and Responsibilities

In addition to the responsibilities outlined in the Board Member Roles and Responsibilities document, the Secretary is expected to:

- Ensure there is a schedule and process in place to review, maintain and manage the Organization's records and Governance documents including but not limited to: Articles of Incorporation, Bylaws, Form 990, Charitable Organization Registration (DOACS), **{Example documents to include - Board Member Agreement, Board Member Code of Conduct, Confidentiality Form, Conflict of Interest Form}**
- Ensure maintenance of the minutes of the Board and Board Committee Meetings
- Is sufficiently familiar with the legal documents governing the work of the Board including but not limited to Articles of Incorporation, Bylaws, IRS Letters and other rules and regulations related to operating the Organization
- Work in conjunction with the Governance Committee and the CEO to maintain a record of votes cast by proxy
- Serve on the Executive Committee with the Chair, Vice Chair, Treasurer and other Members as elected by the Board
- Represent the Organization at events and meetings
- Perform other responsibilities as requested by the Board Chair and/or the Board

Strategic Planning

- Work in conjunction with the Board Chair, Executive Committee, Governance Committee and the CEO on matters and activities related to the Organization's short and long term strategic vision and planning

Policies and Procedures:

- Work in Conjunction with the Board Chair, Governance Committee and the CEO to ensure that appropriate policies, procedures and practices are in place for the effective management and operation of the Organization
- Work in conjunction with the Board Chair, Governance Committee Chair and the CEO to ensure that Board members understand policies and procedures that guide the work of the Organization

Fund Development:

- Work in conjunction with the Board Chair, Executive Committee, Donor Engagement Committee **{or equivalent insert committee name}** and the CEO to guide the fund/business development of the Organization
- Encourage all Board Members to consider **{insert organization's name}** a philanthropic priority and make annual gifts that reflect that priority.