

BOARD SECRETARY JOB RESPONSIBILITIES

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POSITION OVERVIEW

The nonprofit secretary is an enthusiastic leader who has experience in recordkeeping and meeting minutes. In this role, they are the front-line person to record actions and discussions held by the board. In this position, they are responsible for drafting meeting agendas at the direction of the board chair and board members. They secure meeting space and maintain records on behalf of the organization. They work closely with the treasurer to ensure forms, etc. are maintained properly. This role will require 10 hours per month and possibly more in busier event seasons.

ESSENTIAL AND IMPORTANT DUTIES

Duties may include, but are not limited to, the following:

1. Provides meeting agendas and meeting minutes to the board.
2. Maintains records on behalf of the organization.
3. Works closely with the treasurer on record keeping.
4. Drafts appreciation letters to donors.
5. Maintains grant applications and grant reports on behalf of the organization.
6. Maintains email, mailing lists on behalf of the organization.
7. Raises income through donations, grants and other avenues.
8. Maintains visibility in the community and transparency of activities conducted by the organization.
9. Oversees the recordkeeping aspect of the organization.

MINIMUM QUALIFICATIONS

1. Five (5) years of progressively responsible experience or any equivalent combination of education and experience.
2. Considerable knowledge of nonprofit organizations including applicable laws and regulations.
3. Skill in resolving disputes and moving to positive resolutions.
4. Ability to plan, organize, direct and supervise the work of the organization.
5. Ability to communicate effectively verbally and in writing.
6. Ability to establish and maintain effective working relationships with Helper City and the general public.