



## Secretary

April 2022

**Position Summary:** A member of the Board of Directors, the Secretary is accountable to the Board and has no authority to direct staff or act on matters outside the duties outlined in this position description. The Secretary works closely with the President of the Board and the Executive Director to plan all Found in Faith board, committee, and ad hoc meetings.

**Reports to:** Board of Directors

**Term in Office:** Each board member shall hold office for a term of three years. No person shall serve more than three (3) consecutive full terms on the Board. Persons serving an initial term of less than three (3) years may serve for two (2) additional three-year terms. After serving the maximum time allowed, a person may again serve after being off the Board for one year.

### **Duties:**

- Sends out meeting agendas and reminders (approximately one week prior to board meeting).
- Captures detailed notes during board meeting.
- Consolidates and distributes accurate notes to board members within one week of meeting for each director to review such materials, correct any errors, and prepare questions and comments.
- Creates and maintains an up-to-date board planning calendar outlining matters to be on the Board's agenda over the course of a year.
- Maintains a full contact list of board members including board member appointment dates, terms of appointment, and board member bios.
- Reviews and updates documents as necessary and ensure all documents are safely stored and readily accessible for inspection by directors and/or members.
- Drafts letters and other correspondence.
- In the event that the Secretary is unable to attend a meeting where minutes or notes are to be taken, it is the Secretary's responsibility to find an alternate.