

Board Role Descriptions: Board Secretary

The Secretary is responsible for ensuring that accurate documentation exists to meet legal requirements in accordance with the laws of the State of SOUTH CAROLINA and the organization's Bylaws. The Secretary shall be responsible for keeping records of board actions, including overseeing the taking of minutes at all board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each board member, and assuring that corporate records are maintained. The Secretary supports the organizational and administrative needs of the Board of Directors so that the board can achieve its goals. It is a volunteer position.

Responsible to: Board of Directors; Chair

Responsibilities

The Board Secretary:

- Is a member of the Board.
- Serves on the executive committee.
- Attend all board meetings.
- Keeps the record of Board attendance.
- Records and manages minutes of board meetings.
- Ensures that minutes are approved by the board in a recorded vote.
- Keeps all legal and official documents up-to-date.
- Makes certain that all copies of minutes of both Board and Committee meetings are kept.
- Ensures minutes of the meetings are distributed promptly after meetings.
- Maintain all board records and ensure their accuracy and safety.
- Provide notice of meetings of the board and/or of a committee when such notice is required using calendar invites as well as emails and reminders.
- Maintains records of the board and ensures effective management of the organization's records; paper and digital.
- Archives the board's records for future reference by board members, the authorizer, and others.
- Has access to all of the Board administrative and operational accounts (email, membership, Dropbox, Google Drive, etc.).
- Is sufficiently familiar with legal documents (articles of Inc, ByLaws IRS letters, etc.) to note applicability during meetings.
- Keeps copies of Impact Change Foundation's ByLaws and policy statements.
- Performs other responsibilities assigned by the Chair and the Board.

Leadership Skills & Attributes

- Planning ability
- Knowledge of Impact Change's mission
- Active volunteer
- Good facilitator
- Knowledge of board governance
- Commitment to Impact Change Fountain

Time Commitment: [2 years]

Monthly Board Meetings virtually or in person

Evaluation: Self and the Board Chair/President