

# **SECRETARY OF THE BOARD**

## **PURPOSE**

To maintain all board records and ensure their accuracy and safety.

## **DUTIES AND RESPONSIBILITIES**

- Attend all board meetings.
- Make sure that board members are notified of the times and dates of all meetings.
- Maintain records of the board and ensure their safety.
- Review board meeting minutes for accuracy.
- Keep a register of board members' addresses, phone/fax numbers, and email addresses
- Assume the duties of the president in the absence of the board president and vice president.
- When necessary, obtain information from records and minutes to help board members in the decision-making process.
- Ensures minutes are distributed to members in a timely manner after each meeting.
- Is sufficiently familiar with the organization's legal documents (e.g. articles, bylaws, tax-exempt designation, etc.) to offer guidance and applicable information during meetings.