



Board Member Position: Secretary

Board Member Responsibilities

- Attend all board meetings (once a month) and functions, such as special events.
- Be a member of the Executive Committee and attend meetings of the same.
- Be informed about the organization's mission, services, policies, and programs.
- Review agenda and supporting materials prior to board meetings.
- Take on special assignment.
- Inform others about the organization.
- Suggest possible nominees to the board who can make significant contributions to the work of the board and the organization.
- Keep up-to-date on developments in the organization's field.
- Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization's annual financial statements.

The Secretary shall be responsible for all documentation during CSA Board Meetings and events.

Responsibilities include but are not limited to:

- Prepare agendas for Board Meetings monthly and Executive Board Meetings quarterly
- Take minutes at Board and Executive Meetings and distribute to board members
- Keep up to date on Action Items and advise board of status
- Maintains accurate attendance at Board and Executive Meetings
- Organizes and retains all board documents including, but not limited to By Laws, Agendas, Minutes, Position Descriptions and Budgets
- Organizes nominations and vote each September for Executive positions
- Keeps club calendar and advises board of upcoming events or action items
- Serve as a member of the Executive Committee and participates in all decisions made at these meetings

Personal Characteristics to Consider

- Ability to accurately capture minutes in a fast paced meeting while being an active participant.
- Ability to: listen, analyze, think clearly and creatively, work well with people individually and in a group.
- Willing to: prepare for and attend board meetings, ask questions, take responsibility and follow through on a given assignment, contribute personal and financial resources in a generous way according to circumstances, open doors in the community, evaluate oneself.
- Develop certain skills if you do not already possess them, such as to: cultivate and recruit board members and other volunteers, read and understand financial statements, learn more about the substantive program area of the organization.
- Possess: honesty, organized, sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, community-building skills, personal integrity, a developed sense of values