



# Board of Directors Job Description

## Secretary

### **Objective:**

The Secretary records and prepares the monthly board and officer meetings. She/he will distribute minutes of the Board meetings in written form to the Board members before the next scheduled meeting as well as prepare the meeting Agendas. The Secretary is responsible for certifying board minutes to any external parties and manages general correspondence and record keeping associated with NCJFA administration. The Secretary will be knowledgeable of the Association's records and related materials, providing advice and resources to the Board on topics such as governance issues, amendments to the state laws, and the like, that will assist them in fulfilling their fiduciary duties.

### **Responsibilities:**

- Records, distributes, and files an accurate record of minutes of each Board meeting.
- Secure all Association and League documents, contracts, records, and files for safekeeping.
- Schedules/coordinates monthly Board meetings and communicates this information to all board members to be in attendance. Reserve location, develop agenda and send out pre-meeting materials to all board members. In partnership with the President, develop the Board agendas.
- Develops and maintains email database.
- Arranges for space reservations as necessary for all club activities.
- Maintain the club's website and Facebook page to ensure members and the community are up-to-date and the information is accurate.
- Develops and distributes the club newsletter.
- Continually reviews and modifies any necessary changes to this job description to keep it up-to-date and updates the master file.
- Updates the master file for all Board position job descriptions as provided.
- Attend all scheduled meetings and vote on motions. If unable to attend a meeting or function, he/she must notify the President.
- Act in accordance with the mission and values of the organization, as a representative of the NCJFA associated in the community.
- Perform other duties as prescribed by the Board.