

SECRETARY

The Secretary supports and assists the Executive Committee in managing the organization and plays a critical role in fostering communication and diligence through proper management and utilization of important records such as meeting minutes, and the organization's bylaws.

RESPONSIBILITIES

- Attends all board meetings and creates the agenda in cooperation with the President and the Managing Director
- Provides Trustees with timely notice of Board meetings, agendas and meeting minutes
- Maintains clear, concise records of the Executive Committee and the Board
- Upholds IRS and State regulations through the review, updating and regular filing of documents regarding the organization
- Stores documents in safe conditions where they are accessible by Trustees, the Managing Director and members
- Supports the President in ensuring the smooth functioning of the Executive Committee and the Board
- Handles correspondence and other clerical duties
- Types, prepares and collates reports and prioritizes workloads as required

SKILLS AND QUALIFICATIONS

- Commitment to and understanding of the mission of the organization
- Good organizational skills and communication skills
- High level of writing proficiency
- Computer skills (word processing, Excel)
- Advanced knowledge of meeting processes and procedures, decision-making rules and goals of the organization