**33d. BOARD SECRETARY / GENERAL CHARGE (ROLE)**

Oversee the record keeping and correspondence of the Board of Directors, ensuring compliance with relevant provisions of the bylaws and state and federal laws governing nonprofit corporations.

Desirable Attributes and Skills

* Should possess or be willing to work toward gaining leadership experience and training, including but not limited to consensus building skills, and a level of social and business skills necessary to run a multi-million dollar business
* Possess thorough knowledge and application of parliamentary procedures.
* Provide a vision and broad oversight for setting organizational direction.
* Highly skilled in current communications technology.

Responsibilities

1. Serve as a member of the Board.
2. Serve as a member of the Executive Committee.
3. Ensure accurate records of the proceedings and membership of the organization are kept with staff support. Ensure the safekeeping of the official records and documents of the organization with staff support, except those covered under the responsibilities of the treasurer.
4. Ensure the proper recording of all business transacted at each meeting of the Board and Executive Committee with staff support.
5. Ensure minutes of the Board and Executive Committee meetings are distributed to all members shortly after the meetings.
6. Be sufficiently familiar with the organization’s primary legal documents (articles of incorporation, by-laws, IRS letters, etc.) to note applicability during meetings.
7. Ensure accurate records of the Board membership are maintained. Ensure that proper notices are sent in accordance with the provisions of the bylaws and operational procedures or as required by law.
8. Sign appropriate organizational documents as needed.
9. Ensure that the corporate record book is maintained.
10. Be committed to the work of the organization.
11. Act as a resource to other committees.
12. Be aware of and abstain from any conflict of interest. Follow conflict of interest, code of ethics, anti-trust and confidentiality policies.
13. Prepare for and participate in the discussions and the deliberations of the Board.
14. Assume other duties as may be assigned by the Chairperson or the Board.

Time Commitment: The Board Secretary devotes approximately 20 full days per year, attending functions and meetings representing the Board (in addition to Board and committee meetings). The Board Secretary may also participate in various partial day events, and one or two hour radio, television or print interviews and meetings to convey the mission, strategic plan and tactics of the organization.