



Board Secretary Job Description

Purpose of the Role

The Secretary ensures accurate documentation, recordkeeping, and compliance with governance requirements.

Key Responsibilities

- Maintain accurate minutes of all board meetings and email votes.
- Manage organizational records, including bylaws, policies, and filings.
- Oversee document retention and compliance with the Document Retention Policy.
- Maintain the board calendar (meetings, filings, renewals).
- Ensure proper notice of meetings.
- Manage official correspondence.
- Maintain secure storage of sensitive documents.
- Support preparation of agendas and board packets.
- Track annual board acknowledgments and conflict-of-interest disclosures.

Selection and Term

- Elected by majority vote of the Board at the annual organizational meeting.
- Serves a **one-year term**, consistent with other officer terms.
- May be re-elected without term limits.
- Must be a director in good standing.

Removal or Vacancy

- May be removed by majority vote of the Board.
- If vacant, the Board shall elect a replacement at the next meeting.

Skills & Attributes

- Highly organized
- Detail-oriented
- Strong written communication
- Reliable and consistent

Time Commitment

- Attend quarterly board meetings (or more as needed).
- Prepare agendas and board packets in collaboration with the President.
- Record and finalize minutes for all board meetings and email votes.
- Maintain organizational records, filings, and the board calendar.
- Track annual disclosures and acknowledgments.
- Respond to occasional governance or documentation needs between meetings.
- **Estimated average: 2–4 hours per month**, with additional time during:
 - annual filings
 - policy updates
 - organizational meetings

Approved by the Board of Directors

Date: 06-06-2026