

SECRETARY/CORE SUPPORT

The primary goal of Secretary is to provide accurate records of official board meetings (through minutes), maintain current written job descriptions and procedures, and support board members in their priorities throughout the year.

Duties and Responsibilities

- Attend and record minutes of month Board meetings
- Write and send out minutes to all Board members
- Send out reminder to Board members of the upcoming board meeting and their 5:15 reports
- Reminder for 5:15 is timed about 1 1/2 week before the board meeting
- Writes a monthly 5-15 report and sends it to all board members one week prior to Board Meeting
- Track the action items and projects within each area and report to Board
- Provide core support to each director in follow-up on action items
- Connect with each member of the Executive Committee to provide core support
- Weekly contact with President to follow-up on executive details and decisions
- Track action items on calendar/ Update as needed
- Work with co-coordinator in maintaining a current list of Board members