



Sonoma Sister Cities Association (SSCA)

Promoting peace, one individual - one community at a time

China Penglai • Egypt Aswan • France Chambolle-Musigny • Hungary Tokaj • Italy Greve in Chianti • Mexico Patzcuaro • Ukraine Kaniv

ANNOUNCEMENT - NEW VOLUNTEER OPPORTUNITY

SECRETARY OF THE BOARD OF DIRECTORS, SSCA

OUR MISSION

Sonoma Sister Cities Association (SSCA), is a charitable, non-profit organization, founded in 1986, for the purpose of promoting peace through mutual respect, understanding and cooperation, one individual - one community at a time around the world, as a chapter of Sister Cities International (SCI). SSCA has seven sister city relationships that extend to four continents. Under the auspices of the City of Sonoma, our citizen diplomats are a driving part of SCI's global network of sister city partnerships. SSCA activities include educational, artistic, social, and assistance programs involving the local community as well as people in each of our seven sister cities.

Address: PO Box 1975, Sonoma, CA 95476

SSCA Website: www.sonomasistercitiesassociation.org

SCI Website: www.sister-cities.org

For more information, contact

- 1.) George McKale, President of the Board of Directors, SSCA
Phone 707.509.3751,
e-mail georgemckale@comcast.net, or
- 2.) Hans Steuck, Vice-President of the Board of Directors
Cell 707-939-1103,
e-mail hrandmpsteuck@gmail.com

POSITION SUMMARY

The Secretary sits on the SSCA Board of Directors and is responsible for ensuring that accurate and sufficient records of the Board's business exist to document the conduct of the Board and enable access to such records by authorized persons. To fulfill these responsibilities, the Secretary records minutes of meetings, ensures their accuracy and availability, proposes policies and practices, submits various reports to the board, maintains membership records, fulfills other requirements of a Director and Officer, and performs other duties as the need arises and as defined in the Bylaws.

Time Commitment

After several hours of initial training, the time commitment should be between 6-8 hours a month, plus attendance at the monthly board meeting which lasts approximately 2 hours, and any other board or committee events the secretary wishes to attend.

Qualifying Skills & Requirements

1. Basic understanding and knowledge of the mission and purpose of SCI and SSCA.

2. Basic skills in Word or other word processing software and Excel or other data base software.
3. Effective communication skills, verbal and written, and an ability to interact with Board Officials, directors and members.
4. Residency in either the City of Sonoma or Sonoma Valley.

Duties and Responsibilities

Meetings and Minutes

The Secretary attends all Board meetings and related meetings, and participates as a voting member. The secretary records meeting minutes, serves on the Executive Committee and assumes the responsibilities of the President at Board meetings if the President and Vice-President are absent. The Secretary ensures that accurate and concise minutes of meetings are taken, approved and distributed to the Board members before the Board meetings. The Secretary takes account of those present and absent, distribute reports, and retains a signed copy of the final approved minutes for the organization's records.

The Secretary stays informed about committee matters, gets to know committee members and builds a collegial working relationship with committees.

The Secretary participates in annual evaluation and planning efforts and fund raising for the organization.

Communication and Agenda

The Secretary manages the general correspondence of the Board of Directors and maintains communication among Board Members, and submits various reports as required. The Secretary

- sets Board meetings a year in advance and provides notification of meetings to Board directors and others as required;
- Submits items for the agenda, collects agenda items from Committee members and chairs, and compiles the final agenda for the Board meeting with approval of the President.
- Provides the current agenda for meetings to the Board as appropriate.

Custodian of Records, Archives, and Bylaws

The Secretary maintains official, accurate and up-to-date records as required by law and keeps archives of the Board for future reference and ensures effective management (safety and accuracy) of important documents (founding documents, Board directors, Board minutes, financial reports, elections, financial reports, etc.), making them available when requested by authorized officials.

The Secretary ensures that an up-to-date copy of the Bylaws is available at all meetings and is sufficiently familiar with them and other official documents to note applicability during meetings. The Secretary will also be responsible for uploading documents into the electronic archives on the SSCA website and keeping those documents in an organized fashion for easy retrieval when needed.

Signing Officer and Filing of Documents

The Secretary may be designated by the Board of Directors and/or bylaws as one of the signing officers for certain documents. In this capacity, the Secretary may be authorized to sign or countersign checks, correspondence, applications, reports, contracts or other documents on behalf of organization.

The Secretary is responsible for ensuring that documents necessary to maintain the non-profit organization are filed and may be the person to receive legal notices, if any, to the Association.