



## **JOB DESCRIPTION**

### **SECRETARY OF THE BOARD OF DIRECTORS**

**Please Contact President Stephanie Fine for more  
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#### **Position**

The Secretary sits on the Board of Directors and is accountable to the Board. The Secretary shall be the custodian of all records and documents of the Association, which are required to be kept electronically or with the Secretary. S/he shall attend to the giving and serving of all notices of the Association. 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 any other requirements of a Director and Officer, and performs other duties as the need arises and/or as defined in the Bylaws.

#### **Qualifications**

1. Possesses a basic understanding and knowledge of the mission and purpose of Sister Cities International and SSCA.
2. Has basic skills in Word or other word processing software and Excel or other database software.
3. Has effective communication skills, verbal and written, and an ability to interact with Board officials, directors, and members.
4. Is a member in good standing of SSCA.
0. Volunteers for and willingly accepts assignments and completes them on time.
0. Stays informed about committee matters, gets to know committee members, and builds a collegial working relationship with committees.
0. Participates in annual evaluation and planning efforts and fund raising for the organization.

#### **Duties and Responsibilities**

#### **Minutes**

The Secretary is responsible for ensuring that accurate and concise minutes of meetings are taken and approved. Minutes should include at a minimum:

- date, time, location of meeting.
- list of those present and absent.
- list of items discussed.
- list of reports presented.
- text of motions presented and description of their disposition, any deadlines or assignments given. *Minutes should have enough information to help absent directors and members understand what issues were discussed and what decisions were made.*
- The Secretary maintains a copy of the approved minutes in the Associations electronic file and in any minute records.
- The Secretary ensures that minutes are distributed to Board members shortly after each meeting as stated in the Bylaws.
- Maintains appropriate 501c3 and other pertinent filings.

## **Agenda**

The Secretary, with the President, 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. The Secretary provides the agenda to the Board as appropriate.

## **Custodian of records**

The Secretary ensures that the records of the organization are maintained as required by law and made available when required by authorized persons. These records may include founding documents, (e.g., letters patent, articles of incorporation), lists of directors, board and committee meeting minutes, financial reports, and other official records.

## **Records and Archives**

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

## **Bylaws**

The Secretary updates the organization's Bylaws and ensures that an up-to-date copy of the Bylaws is available at all meetings. The Secretary is sufficiently familiar with legal documents (articles, by-laws, IRS letters, etc.) to note applicability during meetings.

### **Communication**

The Secretary sets Board meetings a year in advance and ensures that proper notification of meetings is given to Board directors and others as required. The Secretary requests Committee Chairs to submit Committee Reports and provides these and copies of the minutes and agenda to Board members prior to Board meetings. The Secretary manages the general correspondence of the Board of Directors and maintains communication among Board Members and submits various reports as required.

### **Meetings**

The Secretary attends all Board meetings and related meetings and participates as a voting member. The secretary records the meeting minutes as described above. The Secretary serves on the Executive Committee and assumes the responsibilities of the President at Board meetings if the President and Vice-President are absent.

### **Signing Officer**

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 or required to sign or countersign checks, correspondence, applications, reports, contracts, or other documents on behalf of the organization.

### **Filing of Documents**

The Secretary may be the registered agent with respect to the laws of the jurisdiction; the person upon whom legal notice to the corporation is served, and responsible for ensuring that documents necessary to maintain the non-profit organization are filed.

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