

Sample Board Secretary's Job Description

Title: Board Secretary

Purpose: To prepare and maintain the official documents of the association.

Responsibilities:

1. Act as any secretary would for a "supervisor" (in this case, the Board).
2. Record the minutes of Board meetings making sure that all actions are duly noted.
3. Keep a record of all policies approved by the Board in the association's policy manual.
4. Prepare and distribute via email the call of the Board meeting.
5. Keep all the records of the association in a safe place.
6. Dispose of old documents only with the approval of the Board.
7. Make sure that all files are in good order for the next Board Secretary.
8. Maintain the official corporate book and secretary's corporate book.
9. Prepare meeting agenda for the presiding officer of the meeting.
10. Distribute minutes to board members prior to the Board meeting.
11. Maintain board administration notebook.
12. Call the Board meeting to order and assure that a temporary chair is presiding over meeting if both chair and vice-chair are absent.
12. Read any letters received by the organization that relates to Board governance issues.

