



Secretary of the Board

Description of Duties

Board Secretary Job Description

The Secretary of the Board:

1. Maintains records of the board and ensures effective management of organization's records, including ensuring that all minutes are available upon request. IRS guidelines suggest that a nonprofit's minutes of meetings be kept forever and most board's are ensuring these minutes are kept electronically and then backed up for additional safety.
2. Manages minutes of the board meeting, executive sessions and special meetings. This might include taking the minutes themselves or working with a dedicated staff person or volunteer that actually takes the minutes and then shares the notes with the Secretary for approval before distributing to other board members for review.
3. Ensures minutes are distributed to members shortly after each meeting. (Best practices are 5 days after each meeting. Ask for comments and changes, ensuring these are made and then submits the final minutes to the staff for inclusion in the board packet for the next meeting and for saving electronically in the designated location for the nonprofit.
4. Is sufficiently familiar with legal documents (articles, by-laws, IRS letters, etc.) to note applicability during meetings.
5. May sign documents for the organization along with other officers.
6. Performs other duties as assigned by the board
7. Evaluates and amends this job description to meet the unique needs of Apple Playschools