



Board Secretary Role Description

Role of the Secretary

The Secretary works closely with the Chair in planning Governing Board meetings and is responsible for timely distribution of meeting minutes. In the event the Secretary is unable to attend a Governing Board meeting, the Secretary will identify an alternate.

Responsibilities

In addition to the above role, the Secretary carries the following responsibilities:

- Accurate documentation of Governing Board meeting minutes.
- Serve as backup to Communications Chair for monitoring of the OPPIA general email inbox.
- Preparation of meeting materials.
- Documentation of any internal reports.
- Ensuring proper documentation of non-profit status.
- Accurate recording of Governing Board assets including but not limited to, subscriptions; equipment and resource materials.
- Maintenance of Google Drive and permissions.
- Accurate recording of Governing Board members' conflict of interest.
- Ensuring bylaws, charter and mission stay current.
- Maintenance of Governing Board policies and procedures.

Other Duties

- The Secretary performs other duties as the Chair or Governing Board determines necessary on a case by case basis.

Term

- The Secretary will serve a term of one year, with an unlimited number of renewals.

Time Commitment

- The time commitment for the Secretary is approximately 10 hours per month.