

Secretary of the Board

The secretary of the board is an evolved position. The size and the business nature of most nonprofit organizations today dictates that the job of the secretary should be significantly changed from what it has traditionally been—taking meeting minutes, writing correspondence for the board.

Minutes of board meetings may be taken by the board secretary, a clerical staff member, or a board member on behalf of the board secretary at the board's discretion.

Correspondence for the board can and should be handled by management and staff at the direction of the full board.

Responsibilities

- Witness / sign official documents indicating BOD approval.
- Oversees the records of the board, including the charter and any historical documents.
- Researches organization records, when necessary, for information for the board.
- Oversees / ensures that all official documents are safely passed to the next secretary.
- Record BOD and Executive Committee meetings.
- Serves on the Executive Committee

All officer positions require a commitment of extra time and responsibility. Board members who cannot make this extra commitment should not seek or accept this office.