Secretary of the Board Job Description

This template is not intended as legal advice. Your organizational goals, purpose, values, and bylaws should drive the creation of this document.

Purpose:

To maintain all board records and ensure their accuracy and safety. The function of document retention is dependent on if the organization has staff and a physical office location.

Duties and Responsibilities:

- Prepare the board packet (delegate to staff)
- Attend all board meetings.
- Ensure the notes of each meeting are captured
- Make sure that board members are notified of the times and dates of all meetings (or delegate to staff).
- Maintain records of the board and ensure their safety (or delegate to staff).
- Review board meeting minutes for accuracy.
- Keep a register of board members' addresses and phone numbers (or delegate to staff).
- Assume the duties of president in the absence of the board president, president-elect and vice president.
- When necessary, obtain information from records and minutes to help board members in the decision-making process.
- Sign approved board minutes.

Rationale:

The board secretary keeps track of the board documents and records, ensures the accuracy of meeting minutes, and keeps the board posted on meeting dates and times.

Just like any other board member, the board secretary should participate fully in board meetings. That's why it's a good idea for the board secretary not to record the minutes of the meetings.

Depending on the size of the organization, a staff member or volunteer may actually perform this task as a representative of the elected board secretary. In this situation, the board secretary's responsibility is to see that it is carried out in a professional manner and sign the final copy.

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Remember: The board secretary acts only on the authority of the board.

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