

METHOW RECYCLES BOARD OF DIRECTORS
POSITION DESCRIPTION – SECRETARY

(Approved by Board January, 2014)

Position Description

The Secretary is the Board of Directors (Board) member responsible for ensuring that accurate and sufficient documentation of Board of Directors meetings exists to meet legal requirements, and to enable authorized persons to determine when, how, and by whom the Board's business was conducted. Through the Board of Directors, certain duties of the Secretary may be delegated to the Executive Director, Board members and/or committees as appropriate; however, the accountability for them remains with the Secretary.

Term The Secretary is nominated and elected by the Board each year to serve a one year term and may be re-elected for additional term(s).

Duties

In addition to those duties outlined in the Bylaws, the Secretary shall:

1. Be a member of the Board and attend Board meetings,
2. Ensure that accurate minutes of meetings are taken and approved. Requirements of minutes include:
 - a. date, time, location of meeting;
 - b. list of those present and absent;
 - c. list of items discussed;
 - d. list of reports presented;
 - e. text of motions presented and description of their disposition.
 - f. documentation of recusals and conflict of interests.
3. With the assistance of the Executive Director, coordinate and track written thank you notes and verbal thank you calls to large and small donors.
4. Ensure that the records of the organization are maintained as required by law and made available when required by authorized persons. These records may include founding documents, (e.g. letters patent, articles of incorporation), lists of directors, Board and committee meeting minutes, financial reports, and other official records.
5. Ensure that an up-to-date copy of the bylaws is available at request.
6. In the absence of the President (and Vice-President, if the position exists), the Secretary calls the meeting to order, presiding until a temporary chairperson is elected.

Time Commitment

8-10 hours/month.