



## Secretary Job Description

The Secretary operates as the custodian of the Foundation's records. He/She ensures that the organizational records are maintained according to law and are available to board members and authorized individuals. He/She ensures that documentation in support of insurance and legal issues is correct and in the custody of the Foundation. The Secretary manages the general communications of the organization's board and the management staff.

### Duties:

Produce and distribute member and Board meeting agendas. Keep the minutes of meetings of the members and the Board, and minutes which may be maintained by committees of the Board.
Insure that the legal and insurance documentation of the Foundation is correct, current, complete and filed in the Foundation's central repositories (servers or premises). Notify volunteers if documentation they are responsible for is missing from the central filing repositories and ensure they produce the documentation. Notify the President and/or manager of any missing documentation.
Insure that notices are given in accordance with the provisions of the By Laws or as required by law.
Serve as custodian of the corporate records of the non-profit foundation
Keep records of the mailing address and class, if applicable, of each member, volunteer and Director and of the name and mailing address of each officer
Sign, with the President, or other officer authorized by the President or the Board, deeds, mortgages, bonds, contracts, or other instruments.
Perform all duties incident to the office of Secretary
Other duties as assigned

### Core Competencies:

Be proficient in: verbal and written communication; understanding how a nonprofit foundation functions with regard to legal and insurance issues; planning; willingness to ask questions and research solutions
---