

OFFICE OF SECRETARY POSITION DESCRIPTION

March 3, 2024



Position Title – Secretary, Stars Board of Directors (Board)

Position Type – Volunteer (Estimated 10 - 12 hours per month)

General Description -- The **Secretary** is an official officer of the corporation. The **Secretary** shall keep the official recording of the minutes of all proceedings of the Board and provide advance notice of all meetings of the Board and distribute the agenda. The Secretary shall also provide authentication of the records of the corporation.

Duties and Responsibilities

- Help the Board Chair craft effective agendas and ensure the quality of Board meetings;
- When/if an executive director or chief executive officer is hired, coordinate with that staff person as well as the Board Chair for developing the Board meeting agendas;
- Record the minutes of each meeting and forward them to the Chair who will review and distribute them to be approved at the next Board meeting;
- Keep a copy of all minutes on file for inspection;
- Carry out the will of the Board and attend to the Secretary's share of the day-to-day functioning of the organization;
- Coordinating with staff and volunteers, as appropriate, oversee maintenance and organization of the records of the corporation, the policies of the Board, and the policies and procedures of the organization as a whole;
- In the absence of the Board Chair, the Secretary will write or adopt the agenda and preside at the meeting;
- Work with the Board Chair to recruit, elect, appoint and educate new Board members;
- Encourage and facilitate the regular process of Board and committee self-assessments;
- Coordinate the periodic review and modification of Bylaws; and
- Assist the Board Chair with Directors that are dysfunctional or do not carry out their duties.

Qualifications for the Position

- A demonstrated interest in the organization's mission and goals.
- Specific experience and/or knowledge in at least one area: administration, human resources or personnel management, planning, finance, development, community relations, programs, technology, legal, or marketing.
- Willingness to participate in program activities.
- Inform the Board of all actual and potential conflicts of interest relating to the general purpose and activities of the organization and to any specific issues before the Board.
- Use of personal and business relationships for Board fundraising activities (desirable but not required).

Reviewed by:

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- A commitment to and understanding of STARS' stakeholders and constituents, preferably based on experience.
- Represent the organization to communities of interest.
- A willingness to spend 10 to 12 hours per month average on STARS governance matters. Involvement includes Board meetings, committee meetings (when appropriate), and special requests. There is a strong expectation of participation in board and committee meetings.
- Proficient in or willingness to learn Google Workspace.
- Computer competency in or willingness to learn MS Word, Excel, and Powerpoint.

Key competencies

- Personal qualities of Integrity, credibility, and a passion for improving the lives of STARS' stakeholders and constituents.
- Learning – A willingness to expand knowledge or Board responsibilities through orientation and ongoing training.
- Good judgment
- Effective oral and written communication skills.

Service on STARS' Board of Directors is without remuneration, except for reimbursement for administrative support, travel, and accommodation costs in relation to the Secretary's duties.