



# OUTDOOR YOUTH CONNECTIONS

Empowering Outdoor Youth...

## Secretary Job Description

Secretary is an officer of the organization, appointed by, and accountable to, the Board of Directors. Secretary may also serve on the Board, but otherwise does not have voting privileges. While officer appointments are reviewed annually, the Board desires continuity and normally extends appointments over successive years.

The Secretary ensures that accurate and sufficient documentation exists to meet legal requirements and enables authorized persons to access the organization's records.

In addition to understanding the fiduciary duties of the office, the Secretary must have good recording skills, be proficient with Word and Excel, have familiarity with document retention requirements for non-profits, and be able to safeguard the official document hardcopies.

The Secretary is the custodian of founding documents, meeting minutes, Board resolutions, and other legal artifacts, collectively referred to as the "organizational records". Additionally, the Secretary is expected to advise the Board on compliance with applicable regulations, governing documents of the organization, and ethical/best practices for non-profits.

Specific duties include:

- Attends Board meetings
- Assures that an up-to-date copy of the Bylaws is accessible at all Board meetings
- Records meeting minutes, facilitating their distribution and approval
- Ensures the accuracy and safe keeping of organizational records
- Stores electronic copies of organizational records
- Provides access to organizational records by those with authorization
- Understands OYC's governance structure and the non-profit regulatory environment under which it operates, counselling the Board with compliance as a goal

The minimum time commitment of Secretary is reasonably modest:

- 2 hours/month for routine record organization and management
- 5 hours/month for preparation, attendance, and follow up for regular Board meetings
- 1 hour/month for compliance with external regulations and internal governance
- 4 hours/event for fundraiser support
- 1 day/year for the Board retreat

In addition, there are many opportunities for more involvement. Though discretionary, additional engagement can make the job more meaningful and fulfilling.