



NAWBO-OC Job Description – Secretary

Role:	Secretary
General Function:	Provide support to the Board through creation, collection, and distribution of documents and other communication.
Board Director:	Yes
Current Secretary:	Patti Cain-Stanley
Level:	Officer & Executive Board

Purpose of the Role:

The Secretary position serves to ensure that the Board is well-informed and up-to-date on Board activities, meetings, financial data, and other communications. Additionally, the Secretary provides communication to the Association Office on behalf of the Board for legal/financial documentation purposes.

General Description:

The Secretary creates and distributes meeting minutes, agendas, and other Board documentation on a monthly basis.

Specific Activities this Role is Responsible For:

1. Compiles, prepares the board meeting agendas and board packets the week prior to each meeting
2. Records, publishes and circulates meeting minutes of the previous meeting in the board packet
3. Compiles all Board minutes and other documentation for transfer to incoming Board members, and for interim electronic storage as necessary.
4. Attend Executive Board Meetings as convened by President

Expected Monthly Time Commitment: 20 to 25 hours per month

Experience Desired | Required:

- Detail oriented and focused
- Exceptional written communication skills
- Exceptional organizational/administrative skills
- Ability to work well with others
- Required to be in business 2 years