



## Secretary of the Board of Directors Job Description and Expectations

### Position Summary:

The Secretary is responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements, and to enable authorized persons to determine when, how, and by whom the board's business was conducted.

### The Secretary shall be responsible for:

- Attending all board meetings and membership meetings to:
  - Ensure that Board of Director meeting minutes are recorded.
  - Ensure that Membership meetings are recorded.
  - Ensure that a current mailing address, email address and phone number are on file and readily available for all Council members, Board members, and employees of the Council.
- Performing duties as assigned by the Chair.

**Length of term:** The term of office shall be for two years. An officer shall hold office until the successor has been duly qualified and appointed.

### Meetings and time commitment:

- The board of directors meets monthly on the last Friday of the month, 9:00 a.m., in Fort Worth. Meetings typically last 90 minutes.
- The Membership meetings are held monthly on the first Thursday of the month, 8:30 a.m., in Fort Worth. Meetings typically last 90 minutes.

### Minutes:

The minutes from a board meeting are the permanent record of that meeting. They provide information about when the meeting occurred and what action was taken during it. Minutes are a necessary legal document, but they are also a practical means of conveying information about what action was taken at a meeting. Common uses of minutes include reference material, board history, legal review and use for board orientation.

While content can vary, the basic elements of good minutes include:

- name of the organization
- date and time of meeting
- board members in attendance, excused, and absent
- existence of a quorum
- motions made and by whom
- brief account of any debate
- voting results
- names of abstainers and dissenters
- reports and documents introduced
- future action steps
- time meeting ends
- signature of secretary and chair

After the minutes are written, they should be circulated to the board prior to the next board meeting. Members should then review them for any mistakes or missing information. If minor corrections can be made prior to the next meeting, then approval of the minutes can be part of the consent agenda. Otherwise, corrections should be addressed at the next meeting, and any changes should be voted on. The minutes are then approved, signed by the secretary and the chair, and archived. The archives of minutes should be organized and easy to locate.

The secretary may assign a board-delegate secretary to maintain the duties of taking minutes, safeguarding documents, or other responsibilities of the secretary. However, ensuring duties are fulfilled remains the responsibility of the elected secretary.