

## **Clintonville Farmers' Market Board Member** **Board Secretary Job Description**

### Duties Specific to the Board Secretary

The Secretary duties/responsibilities are as following:

- Serves on the Executive Committee, as an active board member.
- Organizes and stores all confidential board documents on Google for business and manages that system with the Market Manager.
- Keeps copies of the organization's bylaws and the Board's policy statements.
- Keeps lists of officers, Board Members, committees and General Membership.
- Notifies Board Members of meetings.
- Keeps record of Board attendance.
- Makes sure that there is a quorum at Board meetings.
- Keeps accurate Minutes of meetings.
- Records all motions and decisions of meetings.
- Signs Board Minutes to attest to their accuracy.
- Records all corrections to Minutes.
- Keeps copies of Minutes of both Board and committee meetings.
- Keeps accurate record of Executive Committee meetings.
- Distributes copies of Board Minutes and actions to Board Members promptly after meetings.
- Distribute copies of Executive Committee Minutes and actions to Executive Committee Members promptly after meetings.
- Conducts general Board correspondence.
- Keeps records of all Board correspondence.
- Signs official documents of the organization as required.
- Orients the new Secretary as needed.
- Makes sure members are notified of Annual General Meetings.
- In the absence of the Chairperson and Vice-Chairperson, chairs Board meetings until the election of an alternate Chairperson.

### **Experience**

A passion for the Clintonville Farmers' Market and local foods, with a collaborative, positive demeanor. A minimum of two years administration experience in a paid or volunteer setting. Strong organizational skills, time and ability to meet deadlines and produce notes and minutes in a timely manner for distribution and action by the Board. Excellent notetaking, transcription, and computer literacy skills.

### **Knowledge**

An understanding of the effective functioning of the Clintonville Farmers' Market and CFM Board, local food system and local producers.

### **Personal**

Sensitivity to group dynamics and familiarity with structure and process of board and/or committee meetings. Decisive, innovative, and flexible with the ability to compromise and strongly service oriented.

### **Duties of all Clintonville Farmers' Market Board Members**

Board members are expected to be fully informed on organizational matters, to contribute to debate on issues and to contribute to the Board's policy deliberations. They are expected to understand and support the Clintonville Farmers' Market's mission statement and strategic plan.

### **Board member duties include the following**

Attend meetings and show commitment to Board activities; Be well informed on issues and agenda items in advance of meetings; Participate on one or more committees or in an ad hoc manner, as requested by the Board President or Vice President; Monitor public response to the work and policies of the farmers market.

### **Volunteer Board of Directors CFM Board Secretary Description**

Participate in Board orientation meetings to ensure organizational and fund development knowledge and to participate in volunteer and donor recognition events; Provide candid, open and honest feedback and evaluation when appropriate; Take initiative in informing the organization about opportunities for funding or program development; Identify individuals in the community for volunteer participation or funding support; Support the organization and its officers in times of need; Provide sensitivity and support to staff members and other Board members as they perform their duties; Exercise loyalty to the Clintonville Farmers' Market and respect confidentiality regarding internal affairs; Provide leadership within the Board and in the community on behalf of CFM and its community programs; Serve as an informal advocate for the market in the community. All board members are encouraged to support the "Friends of the CFM Market" and market producers financially, and to assist in the identification and solicitation of potential donors, wherever possible.