

Position Name: Secretary

Last updated: August 2019

Position Summary: Responsible for maintaining records of all ynpnGO board meetings and decisions. The Secretary will ensure that documents remain updated, organized, and readily available for board members. The duties of this role also include supporting board members on various projects and events, as well as attending all board meetings and as many ynpnGO events as possible. The Secretary is a member of the Executive Committee and must be employed by a nonprofit organization.

Roles and Responsibilities

- Schedule monthly board meetings and make arrangements for the meeting location
- Craft the meeting agenda in partnership with Chair and Vice Chair. Compile with previous meeting's minutes and any other materials necessary for the consent agenda. Share with all board members one week before the meeting
- Send calendar invites or otherwise inform board members of upcoming board meetings
- Attend and take detailed notes at the monthly board meeting and share with board members after.
- Organize Google Drive as needed so that all board members are able to find documents easily
- Check in with board members throughout the month on various projects and events to ensure that progress is occurring in a timely manner and to assess when more assistance is needed
- Collaborate with other board members on overarching organizational strategies and specific projects as well as support other board members' roles and responsibilities as needed

Knowledge, Skills, and Abilities

- Organized and detail-oriented
- Experience with note-taking during meetings
- Self-starter and self-motivated
- Team-player with willingness to support others outside designated tasks