**Communities In Schools of XXXX County**

**Board Job Description – Secretary**

* Ensure that accurate Minutes of Board Meetings and Executive Committee Meetings are taken and approved
* Ensure that Minutes meet legal requirements showing when, how and by whom the board’s business was conducted
* Review and sign a copy of all final approved Board Meeting Minutes, ensuring those signed copies are maintained in corporate records
* Ensure Minutes are distributed to board members prior to each Board Meeting
* Ensure that notices of Board Meetings and Committee Meetings are sent
* Participate as a vital part of the Board leadership
* Serve on the Executive Committee
* Attend all Board Meetings and Executive Committee Meetings
* Assume responsibilities of the Board Chair in the absence of the Board Chair and Vice Chair
* Carry out special assignments as requested by the Board Chair