**Board Position Description: Secretary**

Created 7/8/09, Updated 2/11/15

**CIAVA Mission:** To shape the future of volunteerism by promoting and strengthening the profession of volunteer services management.

**Position Status:** This is an elected board position with voting privileges.

**Time Commitment:**  Board & Membership preparation & attendance (4 hrs/mth), July Board Retreat (8 hrs/yr)

**Overview:** Ensure 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.

**Tasks:**

1. Ensure that minutes are taken and approved. Changes to minutes should be made if necessary. Minutes can be approved with the stipulation that the changes are made or, if essential, the board may choose not to approve the minutes until the changes are made. Minutes must be taken for all board meetings and any general membership meetings where voting occurs. Requirements of minutes include:
	* Date of meeting
	* List of those present and absent
	* List of items discussed
	* List of reports presented
	* List of motions presented and descriptions of their disposition
2. For legal purposes, provide a signed copy of minutes when officers are elected.
3. Maintain Conflict of Interest paperwork for all board members.
4. Ensure that necessary records of meetings are available when required for reports, elections, other votes, etc.
5. **Attend monthly Board meetings & Retreat and membership meetings.**

**Documentation:**

1. Keep copies of minutes once approved.
2. Provide a copy of minutes each month for each board member prior to the board meeting.
3. Provide signed copy of minutes to organizations as needed for legal purposes.

**Note:** Minutes should have enough information to help absent board members understand what issues were discussed and what decisions were made. In some circumstances, minutes should include summary of discussion, rationale for decision, names of those participating in the discussion, and, finally, a note about any declared conflicts of interest should any arise. These circumstances: are if the matter is contentious, if board members dissent, if there is any concern about exposure to liability, or if a board member has a conflict of interest.