

ROLE AND JOB PRODUCTS OF THE BOARD SECRETARY-TREASURER

ROLE

The specific responsibilities of the Secretary-Treasurer are to:

1. Be a member of the Board.
2. Model the Board's core values.
3. Attend Board meetings.
4. Maintain records of the Board and ensure effective management of organization's records.
5. Assure that a summary of Board meetings is accurate and distributed within ten days after each meeting.
6. Maintain a current version of the Board Policy and Governance Manual.
7. Maintain a current copy of the Corporate By-Laws.
8. Present the audited financial report annually to the Board.
9. Ensure development and Board review of financial policies to support the mission and goals of the organization.
10. Coordinate with staff a concise, meaningful and understandable financial report to be presented at each regular Board meeting. The report will demonstrate whether the agency has adequate financial capacity to support the mission and goals within the governing policies of the Board.
11. Execute Corporate documents as required.
12. Promote effective communications.
13. Be sufficiently familiar with legal documents (articles, by-laws, IRS letters, etc.) to note applicability during Board meetings.

JOB PRODUCTS

1. An informed Board.
2. Accurate documentation of Board proceedings and actions.
3. A concise and up-to-date Board Policy and Governance Manual.
4. An accurate official report of all corporate documents.
5. Complete historical files.
6. Readily accessible support material (legal and reference) for Board meetings.
7. Readily accessible financial support material for Board meetings.
8. Assure accurate documentation of financial planning and activities.
9. Assure official record of all financial documents.