



FY2027 Secretary Open Board Position Description

Purpose of the Role

The Secretary ensures the board's work is organized, transparent, and compliant. They maintain the association's official records, support effective governance, and help the board communicate clearly with members and stakeholders.

Core Responsibilities

1. Governance & Compliance

- Maintain official corporate records: bylaws, policies, board minutes & resolutions, CSI affiliation agreement, and board resolutions.
- Track board terms, elections, appointments, and committee rosters.
- Track official North Central Region operating physical address
- Ensure the organization follows required governance practices (not legal counsel, but the shepherd of process).
- Lead preparation and organization of required state filings/renewals (annual report, articles of incorporation, registered agent, tax exempt status) in coordination with other Executive Committee members.

2. Meetings & Minutes

- Prepare and distribute board meeting agendas in collaboration with the President and Executive Committee .
- Track attendance and quorum.
- Record accurate, action-focused minutes and ensure timely approval.
- Monitor and follow up on action items between meetings.
- Maintain a centralized digital archive of agendas, minutes, and board package items (e.g., Google Drive).

3. Board Coordination & Communication

- Serve as the communication hub between board members, committees, and chapter leaders.
- Manage board email lists, shared drives, and access permissions.
- Distribute board materials in advance of meetings and maintain documentation continuity.
- Support onboarding of new board members with orientation materials and governance resources.

4. Member & Stakeholder Communication

- Draft official notices: annual meetings, elections, bylaw changes, board updates, etc.
- Ensure transparency by posting approved minutes, reports, and updates to appropriate channels (website, newsletter, member platform).
- Work with the President and Communications/Marketing committees to keep messaging accurate and aligned.

5. Administrative & Digital Systems

- Maintain an organized digital system for records (Google Drive).
- Support adoption of modern tools for file sharing, voting, and communication.
- Ensure board information remains secure and accessible.
- Help maintain version control for bylaws, policies, and other governance documents
- Manage

Ideal Qualifications

- Strong organizational and communication skills.
- Comfortable with cloud-based tools (Google Workspace).
- Experience with meeting management and note-taking.
- Familiarity with nonprofit/association governance (CSI experience is a super-boost).
- Attention to detail with a calm, “everything in its place” mindset.

Time Commitment

Overall Time Commitment (Realistic & Transparent)

- Average: 4–6 hours per month
- Lighter months: 2–3 hours
- Heavier months: 6–8 hours (board meetings + document cleanup, elections, or filings)
- Annual Conference & Executive Committee Board Retreat months (May & June): Higher due to travel and in-person board meeting

The Secretary role is predictable and structured, with most effort tied to monthly board meetings and ongoing governance organization. FY2027 will include additional upfront effort to help establish and organize NCR’s digital records

Monthly Responsibilities

1. Board Meetings & Minutes - Time: ~2–3 hours per month
 - Attend monthly 1-hour virtual board meetings
 - Prepare and distribute meeting agendas (with the President / Executive Committee)
 - Record action-focused minutes (decisions, motions, action items)
 - Finalize and distribute minutes for approval
 - Track attendance, quorum, and follow-up action items

2. Governance & Records Management - Time: ~1–2 hours per month (FY2027 average)
 - Maintain official NCR records:
 - Bylaws and policies
 - Board resolutions, minutes & packages
 - CSI affiliation agreement
 - Track board terms, elections, appointments, and committee rosters
 - Maintain NCR's official operating physical address
 - Ensure records are current, accurate, and accessible

3. Board Coordination & Communication - Time: ~0.5–1 hour per month
 - Serve as the coordination point for board communications
 - Manage board email lists and shared-drive access
 - Distribute board package materials in advance of meetings
 - Support onboarding of new board members using existing templates

Periodic & Annual Responsibilities

4. State Filings & Compliance (Minnesota) - Time: ~2–3 hours total per year
 - Coordinate required Minnesota filings and renewals
 - Work with President and Treasurer using existing templates
 - Act as the process steward, not legal counsel

5. Elections, Notices & Annual Meeting - Time: ~2–4 hours total per year
 - Draft and distribute official notices:
 - Board elections
 - Annual meeting
 - Bylaw changes (if applicable)
 - Ensure documentation is complete and communicated clearly

Annual Conference & Executive Committee Retreat Commitment

6. NCR Annual Conference Attendance - Time: 1–2 days (in person)
 - Attend the Annual NCR Conference
 - Participate in the required in-person annual board meeting
 - Support governance documentation as needed

7. NCR Executive Committee Attendance - Time: 1–2 days (in person)

- Attend the Annual NCR Executive Committee Retreat
- Participate in the required in-person annual retreat
- Support governance documentation as needed

Tools & Support

- Google Workspace (Drive, Docs, shared email lists)
- Established templates for:
 - Agendas
 - Minutes
 - Filings
 - Notices
- Collaboration with President and Executive Committee (President Elect & Treasurer)