

Board Secretary

Volunteer Position Description

When you see the whole, your part makes sense.

As the Board Secretary, you'll help keep the Board of Directors organized and informed. You'll make sure meetings are well prepared and that important decisions are recorded. You'll work closely with the Board Chair, CEO, and other board members to support the mission of Girl Scouts of North East Ohio.

Alone we can do so little; together we can do so much!

As the Board Secretary, you'll get support the Board Chair and the Governance team at GSNEO. You will also work with our executive-level staff members to stay in-the-know on important issues.

Know your role. Rock your role.

Here are some of the awesome things you'll do as a Board Secretary:

- **Prepare for Meetings:** Help make sure board and council members receive meeting notices and materials before meetings.
- **Keep Good Records:** Help ensure meeting minutes are accurate and saved so there is a clear record of board decisions.
- **Stay Organized:** Help maintain important board records and documents so information is easy to find when needed.
- **Support Board Leadership:** Work with the Board Chair, CEO, and board members to help meetings run smoothly and support good governance.
- **Follow Board Policies:** Help the board carry out its responsibilities by following the GSNEO Bylaws and supporting other board duties as needed.

Great work starts with clear expectations.

- **Follow the Rules:** Comply with GSUSA Policies, Standards and Guidelines, Volunteer Essentials, Safety Activity Checkpoints, GSNEO Bylaws, and GSNEO Volunteer Policies.
- **Financial Expectations:**
 - Become an Annual (\$45) or Lifetime (\$400) member of Girl Scouts of the USA
 - Financial supporter at an annual giving level of \$500, as well as participation in major capital campaigns
 - Support and assist with fundraising by identifying and assisting with relationships for sponsorships, underwriting, etc.
- **Communication:** Volunteers in this role need to be able to send and receive messages through email or phone.
- **Term:** Board Secretaries serve two (2) year terms, which commences at the close of the Annual Meeting. No member shall serve more than a total of three (3) consecutive years.
- **Meetings and Time Commitment:**
 - **New Board Member Orientation:** 1 hour
 - **Regular Board Meetings:** The Board of Directors meets formally at least four (4) times per year. The meetings are generally held virtually at the GSNEO Macedonia Service Center
 - **Annual Meeting:** Held in the spring
 - **Committee Participation:** Serve as a member of at least two (2) board committees or task group
 - **Annual Council Fundraiser:** Board members are encouraged to support all GSNEO fundraising events as ability allows, with a minimum expectation that each Director-at-Large will actively support one key annual event.
- By taking this volunteer position with Girl Scouts of North East Ohio, I promise to follow the Girl Scout Promise and Law. I will keep all Girl Scouts information about members, volunteers, and staff private and respectful.