

SECRETARY

The Secretary role is a volunteer, voting Officer position on the Board of Directors. This position is appointed by the Board of Directors. The primary responsibilities of the Secretary are to ensure proper management and utilization of important organizational records, and to ensure compliance with scheduling requirements for the board and member notifications.

Term of Office: One (1) year

Qualifications:

The Secretary has demonstrated a willingness and enthusiasm to work towards the mission of Women & Hi Tech. She/he has demonstrated the ability to positively influence others and the proven ability to solicit and obtain substantial financial contributions. She/he has demonstrated knowledge of the STEM community and its changing needs.

The Secretary has proven experience in information and communication management. She/he should have experience in board management, planning and organizing, recordkeeping, and governance. It is preferred that the secretary have a legal degree, but not a requirement.

All Officers shall be a member in good standing at time of initial voting and must remain in good standing throughout their tenure.

Responsibilities:

- Notify the board of upcoming meetings.
- Review board reports submitted by Directors and create a consent agenda for each monthly meeting of the Board of Directors.
- Keep a record of the attendance and proceedings of every meeting of the board of Directors and distribute those to the board.
- Keep an accurate list of all members entitled to vote at any meeting of the members.
- Attend to the giving and service of all notices of the Corporation required to be given.
- Review and write all official and/or legal correspondence of the Corporation, excluding financial documents handled by the Treasurer.
- Delegate above duties to another board member with their permission and the permission of the President or President-Elect when necessary.
- Serve as a Boardable administrator for the organization.
- This position serves on the Women & Hi Tech Governance Committee.

Time Commitment:

Women & Hi Tech is run by an all-volunteer Board of Directors, each of whom commit their time and resources to help advance the organization's mission. We don't take the term "working board" lightly. At any given time, an Officer is leading her/his own area of responsibility while also contributing to other areas or the organization, including serving on committees, and representing Women & Hi Tech in the community at various events.

- 8-12 hours per month
- Board members are expected to attend at least 9 of 12 monthly board meetings per year (in person is preferred, with teleconference option available if unable to attend in person). Meetings are held downtown Indianapolis or virtually as scheduled from 11:30am-1:00pm on the first Wednesday of each month (with a few exceptions).
- Board members are expected to agree, in writing on an annual basis, to Women & Hi Tech's Board Participation Policy as well as the Board Code of Conduct and Conflict of Interest Policy.

