

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:

All board members must demonstrate a willingness and enthusiasm to support, promote, and work towards the mission of Women & Hi Tech. Board Members have demonstrated the ability to positively influence others and the proven ability to solicit support and obtain financial contributions. Board Members have demonstrated knowledge of the STEM community and its changing needs, and how these changes impact W&HT members. All Directors shall be a member in good standing at time of initial voting and must remain in good standing throughout their tenure.

The Secretary has proven experience in information and communication management. The Secretary should have experience in board management, planning and organizing, recordkeeping, and governance. It is preferred that the secretary have a legal degree or prior non-profit board governance experience, but not a requirement.

Responsibilities:

- Schedule monthly board meetings.
- Review monthly Director board reports and collaborate with the President to 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.
- Keep an accurate list of all Board members' contact information.
- Maintain historical record of board roles and update annually, providing eligibility information annually to the President and Nomination Committee.
- Provide Board Member role transition when new Board Members are entering the board.
- Serve as a Boardable administrator for the organization.
- Serve all notices of the Corporation when required.

- 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.
- This position serves on the Women & Hi Tech Governance Committee.
- Attend Executive Women’s Forums, Networking Events, and Leading Light Awards.
- Attend community, industry and association events on behalf of Women & Hi Tech.
- Participate in panel discussions as a representative of Women & Hi Tech.
- Participate in Women & Hi Tech committees.
- Attend monthly board meetings.
- Submit reports monthly to the Board of Directors.

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.

- Estimated Time Commitment: 8-12 hours per month
- Board members are expected to attend at least 9 of 12 monthly board meetings per year. Meetings are held virtually 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.

Signature

Name

Date

