



JOB TITLE: SECRETARY

JOB PURPOSE: PROMOTE THE MISSION, PROGRAMS AND IMAGE OF THIS ORGANIZATION

SECRETARY PROFILE:

The mission of this organization is to ensure humane, compassionate treatment of all animals entrusted to its care, reunite lost animals with their owners, provide for all adopted animals to be placed in responsible, permanent homes and extend humane education to the public.

The primary result expected from the **SECRETARY** is to demonstrate leadership behaviors while setting outcomes and establishing standards of conduct, assure that policies can be properly and consistently implemented through appropriate organizational structure and assure that the BOD lives up to its duties, roles and responsibilities.

DUTIES OF SECRETARY:

Exercise the following legal duties at all time while serving this organization:

1. The Duty of Care by using reasonable care and competency when making decisions.
2. The Duty of Loyalty by making decisions based on the best interest of the organization and putting aside personal benefit.
3. The Duty of Obedience by being faithful to the accomplishment of the organization's mission.

RESPONSIBILITIES/ EXPECTATIONS:

1. Attend all board meetings and functions, such as special events
2. Take and preserve minutes of all meetings of the Board
3. Notify Directors of annual, regular and special meetings
4. Ensure the safety and accuracy of all board records
5. Be informed about the organization's mission, services, policies and programs
6. Review agenda and supporting materials prior to board and committee meetings
7. Serve on the executive committee or task forces and offer to take on special assignments
8. Inform others about the organization
9. Suggest possible nominees to the board who can make significant contributions to the work of the board and the organization
10. Keep up to date on developments in the organization's field
11. Give significant in kind services, volunteer hours or cash contributions to the organization
12. Follow conflict of interest and confidentiality policies.
13. Refrain from making special requests of the staff
14. Maintain attendance records of the Executive Director and other management personnel
15. Assume responsibilities of the President in the absence of the President and Vice President
16. Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organizations's annual financial statements.