

Foundation Secretary

The Secretary helps keep the Foundation organized and ensures important board decisions and records are accurately documented.

What you'll do

- Attend board meetings, record clear, concise meeting minutes, and distribute them
- Maintain official board records and key governance documents; prepare written correspondence on behalf of the foundation (sympathy, get well, congratulations, etc.)
- Track motions, votes and important decisions
- Help maintain board calendars, google drive, rosters, and other organizational information
- Work with the President and Vice President and other officers to support effective board operations
- Participate as a full board member in Foundation discussions, fundraising and advocacy

You might be a great fit if you...

- Are organized and detail-oriented
- Write clearly and can summarize discussions accurately
- Are dependable about deadlines and follow-through
- Are comfortable working with shared electronic documents and google technology
- Enjoy creating structure and keeping things organized
- Care about the Library and our community

Previous board or nonprofit experience is helpful but not required.

Expected commitment: Approximately 3–5 hours per month on average, including board meetings, preparation, minutes and general board participation.