



Secretary-Volunteer Board of Directors

Reports to: Board Chair or Board of Directors, as appropriate

Duty of Care: The Secretary provides administrative and clerical support to the Board, through the timely and accurate collection and sharing of information directly related to its activities. The Secretary ensures that the Board is well informed and that its activities are well documented for the use of Board members, the Governance Committee and relevant government bodies. A commitment to serve on the Board carries with it certain expectations, both formal and informal. The organization's commitment to you is to help you exercise your special skills and talents on our behalf.

Duty of Loyalty: Board members will be faithful to the organization and work both individually and collectively in governing Celebrate You Foundation affairs through the planning, implementation, approval and evaluation of policy and budget, avoiding conflicts of interest. As a committee member you will be active on one or more committees and raise an annual contribution of a minimum \$500 per fiscal year (July 1-June-30). Some examples are; fundraising events, letters, writing/social media campaigns, and/or a personal gift (made payable over time).

Duty of Obedience: The board member acts on the board's behalf in accordance only with board motions and policy guidelines and only as requested and in accordance with Board's governing documents (i.e Bylaws, articles of incorporation, policies, ect.)

Term: Directors are elected for a three (3)-year term at the annual general meeting of the members. Termination may occur at the end of the elected term, by resignation or pursuant to Celebrate You Foundation Bylaws. No member shall serve more than two (2) consecutive terms.

Experience: Minimum of two years experience in administration in a paid or volunteer setting. Strong organizational skills, time and ability to meet deadlines and produce notes and Minutes in a timely manner for distribution and action by the Board. Excellent note taking, transcription, and computer literacy skills.

Knowledge: Some understanding of the effective functioning of a nonprofit organization and vulnerable youth population's issues and needs.

Personal: Sensitivity to group dynamics and familiarity with structure and process of board and/or committee meetings. Decisive, innovative, and flexible with the ability to compromise and heart for children.



Duties Specific to the Board Secretary:

The Secretary duties/responsibilities are as following:

- Serves on an Executive Committee.
- Keeps copies of the organization’s bylaws and the Board’s policy statements.
- Keeps lists of officers, Board Members, committees and General Membership.
- Notifies Board Members of meetings. Keeps record of Board attendance.
- Make sure that there is a quorum at Board meetings.
- Keep accurate Minutes of meetings.
- Records all motions and decisions of meetings.
- Signs Board Minutes to attest to their accuracy.
- Records all corrections to Minutes.
- Keeps copies of Minutes of both Board and committee meetings.
- Keep an accurate record of Executive Committee meetings.
- Distributes copies of Board Minutes and actions to Board Members promptly after meetings.
- Distribute copies of Executive Committee Minutes and actions to Executive Committee Members promptly after meetings
- Conducts general Board correspondence.
- Keeps records of all Board correspondence.
- Signs official documents of the organization as required.
- Orients the new Secretary as needed.
- Makes sure members are notified of Annual General Meetings
- In the absence of the Chairperson and Vice-Chairperson, chairs Board meetings until the election of an alternate Chairperson.

Duties of all Celebrate You Foundation Board Members: Board members are expected to be fully informed on organizational matters, to contribute to debate on issues and to contribute to the Board’s policy deliberations. They are expected to understand and support the Celebrate You Foundation’s mission statement and strategic plan.

Board member duties include the following:

- Attend meetings and show commitment to Board activities;
- Give/Get: Raise a minimum of \$500 for Celebrate You Foundation per fiscal year (July 1-June-30) through fundraising (events, letters, writing/social media campaigns, ect.) and/or a personal gift (made payable over time)
- To assist in the identification and solicitation of potential donors, wherever possible.



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- Be well informed on issues and agenda items in advance of meetings;
- Participate on one or more committees or in an ad hoc manner, as requested by the Board President, Vice-President, Executive Director, and/or Founder;
- Monitor public response to the work and policies of Celebrate You Foundation;
- Participate in Board orientation meetings to ensure organizational and fund development knowledge and to participate in volunteer and donor recognition events;
- Provide candid, open and honest feedback and evaluation when appropriate;
- Take initiative in informing the organization about opportunities for funding or program development;
- Identify individuals in the community for volunteer participation or funding support;
- Support the organization and its officers in times of crisis or controversy;
- Provide sensitivity and support to staff member and other Board members as they perform their duties;
- Exercise loyalty to Celebrate You Foundation and respect confidentiality regarding internal affairs;
- Provide leadership within the Board and in the community on behalf of Celebrate You Foundation and its programs;
- Serve as an informal advocate for the Celebrate You Foundation in the community.

APPLICATION PROCESS: Interested applicants must complete the Volunteer Board Application, located at the Celebrate You Foundation website. Have your resume available to upload: <https://www.celebrateyoufoundation.org/secretary>