



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

SECRETARY JOB DESCRIPTION-SAMPLE

GENERAL RESPONSIBILITIES: Depending upon the Y's size and staff, the job of recording minutes and fulfilling other administrative functions of this position may be handled by the Y's staff. In the event that a staff member fulfills any these duties it is the secretary's responsibility to provide oversight to assure that they are being performed in a timely and accurate manner. This may include such things as reviewing the meeting minutes prior to distribution. In addition, the board secretary acts as the custodian of the board's records; all of the organizations legal documents and board's important documents are kept in the organization's offices.

DUTIES

- Reviews and assures the accuracy of board meeting minutes.
- Keeps a record of attendance and all action taken.
- Attests to the accuracy of corporation documents such as bank cards, grants, IRS Form 990, etc.
- Ensures that all notices are duly given in accordance with the provisions of the bylaws or as required by law.
- In general, performs all duties as may be required by law, the articles of incorporation, the bylaws, or which may be assigned from time to time by the Board Chair.

REPORTING: The secretary reports to the board chair

SUPPORT: The secretary is supported by the administrative staff of the YMCA.

TIME COMMITMENT: As required to accomplish major duties.

REQUISITE QUALIFICATIONS: The secretary must display a commitment to YMCA and an understanding of YMCA and its principles, mission, goals, services, and the responsibilities and relationships of governance and management of paid and volunteer staff.