

## **Board of Directors, Secretary - Girls at Work, Inc.**

Girls at Work, Inc. is a non-profit focused on empowering girls and young women to find their inner power tools through woodworking. As they build using an experiential approach, they find that they are capable and strong. What might start as intimidating tools are now catalysts for them to see their inner strength; in a world that shows them nothing but their shortfalls.

The secretary shall be responsible for keeping records of board actions, including overseeing the taking of minutes at all board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each board member, and assuring that corporate records are maintained. Other duties performed by the secretary include the following:

- Ensure the safety and accuracy of all board records
- Review board minutes
- Maintain a consistent and proper amount of focus on how they are leading and governing the organization
- Assume responsibilities of the chair in the absence of the board chair, chair-elect, and vice chair
- Provide notice of meetings of the board and/or of a committee when such notice is required
- Organizes, coordinates and attends all board meetings
- Maintains updated records
- Researches latest compliance needs and ensures organization is following bylaws, federal and state protocols and regulations

### **General Board Responsibilities**

- Demonstrated excellence in organizational, managerial, and communication skills
- Extensive professional experience with significant leadership accomplishments in business, government, philanthropy, or the nonprofit sector Assume responsibilities of the chair in the absence of the board chair, chair-elect, and vice chair
- Develop and maintain ongoing relationships with major donors
- As a board member, approving Girls at Work 's annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities

### **Board terms**

Girls at Work's board members will serve a minimum of 1 year term to be eligible for re-appointment for additional terms upon desire and Board member agreement . Board meetings will be held monthly and committee meetings will be held as required by Committee leader .

## Qualifications

This is an extraordinary opportunity for an individual who is passionate about the success of Girls at Work's beneficiaries and who has a track record of strong leadership, fundraising, management and volunteer management. The selected Board Secretary will have achieved leadership stature in business, government, philanthropy, or the nonprofit sector. His/her accomplishments will allow him/her to attract other well-qualified, high-performing board members.

Ideal candidates will have the following qualifications:

- High level of attention to detail and extremely organized
- Prior experience in governance, administration or law for a public or nonprofit employer
- Good understanding of legal language and verbiage
- Track record of building credibility in the funding community that has resulted in major gifts to a nonprofit or equivalent sales experience
- A commitment to and understanding of Girls at Work's beneficiaries and mission preferably based on experience
- Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals
- Excellent business skills including organization, time management, attention to detail, verbal and written communication
- Get results by promoting a sense of urgency and team commitment
- Excellent written and oral communication skills coupled
- Working proficiency at an intermediate level in Microsoft Office Suite, especially in Excel and PowerPoint
- Decisive and display good judgment
- Supportive of Girls at Work mission and unbiased towards all genders
- Personal qualities of integrity, credibility, and a passion for improving the lives of Girls at Work's beneficiaries

Service on Girls at Work's board of directors is without remuneration, except when possible and voted so by the Board in relation to board members' duties.