



Board of Directors Secretary Job Description

Mission

The mission of Communities In Schools of Madison County is to surround students with a community of support, empowering them to stay in school and achieve in life.

Position

As a partner to the Executive Director and other board members, the Secretary will provide and maintain as record all written minutes to all Board functions including monthly Board meetings. Along with the requirements of being a member of the Board of Directors, the Treasurer's specific responsibilities include:

Leadership, governance, and oversight

- Participating in an annual performance evaluation of the Executive Director and serve on the Executive committee of the Board of directors
- Assisting the Executive Director in reporting to the Board and maintaining official minutes of all Board meetings.
- **Board terms**
- CISMIC's Board Secretary (and board members) will serve a three-year term and be eligible for re-appointment for additional terms. Board meetings will be held monthly, excluding July and committee meetings will be held in coordination with full board meetings.
- **Qualifications**
- Professional experience with significant written communication and computer skills
- A commitment to and understanding of CISMIC's beneficiaries and mission preferably based on experience
- Personal qualities of integrity, credibility, and a passion for improving the lives of CISMIC's beneficiaries

Service as CISMIC's Board Secretary is without remuneration, except for administrative support, travel, and accommodation costs in relation to board members' duties.

