



Board Secretary – Job Description

The Divisional Board Secretary plays a vital role in ensuring the board functions smoothly and in compliance with governance standards. This position serves as a central resource for board organization, recordkeeping, and communication, providing key support to the Divisional Manager and Board Chair. The Secretary ensures that board processes run efficiently and transparently—from meeting preparation and documentation to member onboarding and governance tracking.

Volunteer Board Position

Key Responsibilities

Recording & Recordkeeping

- Accurately record minutes during board meetings.
- Maintain comprehensive and organized records of board actions and decisions.

Compliance & Governance

- Ensure board activities adhere to applicable laws, bylaws, and governance regulations.
- Keep board members informed of relevant policy or legal changes.
- Track board member terms, appointments, and expiration dates.

Communication & Board Support

- Coordinate communications between board members and leadership.
- Guide new board members through onboarding and orientation.
- Serve as a point of contact for board-related inquiries connected to the Divisional Manager.

Administrative Support

- Assist with the preparation of board reports and official documentation.

In the Absence of the Divisional Manager, Additional Duties May Include:

Meeting Management

- Prepare and distribute meeting agendas and materials.
- Send meeting notices in accordance with bylaws.
- Help organize and facilitate board meetings.
- Manage follow-up tasks and documentation post-meeting.