

Congregation Beth Israel

Bellingham, Washington

Job Description

Secretary of the Board of Directors

Approved October 10, 2011

Introduction

The Secretary of the Board of Directors of Congregation Beth Israel serves on the Executive Committee and has a key role in achieving the mission and vision of the Synagogue. The Secretary is responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements, and to determine when, how, and by whom the Board's business was conducted. In order to fulfill these responsibilities, the Secretary records minutes of meetings, ensures their accuracy and availability, and ensures the maintenance of membership records.

Role

The Secretary is responsible for ensuring that accurate and sufficient records of the synagogue are maintained, organized and are accessible for the purpose of:

- accurate documentation of decisions
- continuity of policies and practices

Responsibilities

- Ensures that accurate minutes of meetings are taken and approved for all meetings of the Board of Directors, Executive Committee and all general membership meetings. Minutes should include at a minimum:
 - date, time, location of meeting
 - list of those present and absent (for Board and Executive Meetings)
 - determination of a quorum
 - count of those present (for General Congregational Meetings)
 - list of items discussed
 - list of reports presented
 - text of motions presented, description of their disposition and record of such discussion
 - documentation of the results of all Board and membership votes taken
- Ensures that Congregational records are maintained including but not limited to the following: founding documents (e.g. articles of incorporation), lists of Board members, Officers, Committee members, Synagogue members, Board, Executive Committee and General Congregational meeting minutes, Bylaws, Policy Manual and Board correspondence.
- Ensures that minutes are distributed to all Board or Executive Committee members at least 1 week prior to the next meeting.
- Ensures that the Synagogue's records are stored both physically and virtually and that one copy is maintained off-site away from the Synagogue.
- Ensures that a copy of general Congregational records is available to congregants.
- Ensures that a current copy of the Synagogue's Bylaws and Policy Manual and Board of Director Minutes is available at all meetings.
 - Board of Director's minutes for the previous and current fiscal year shall also be available at all meetings.

- Ensures that proper notification is given of all Board and General Congregation members' meetings as specified in the bylaws.
- Shall call the meeting to order, in the absence of the President and Vice-President, presiding until a temporary chairperson is elected.
- Shall be responsible for other duties as outlined in the By-Laws, including but not limited to being one of the two designated signing officers for certain documents.

Qualifications

- Shall be a member of the Board of Directors
- Shall have the ability to document effectively and objectively what of occurs at various meetings
- Whenever possible, should have served as a Board member for a minimum of two years