

**Congregation Beth Israel
Bellingham, Washington**

Job Description
Secretary of the Board of Directors

Approved October 10, 2011 Revised August 11, 2020, September 8, 2020

I. Introduction

The Secretary of the Board of Directors (Board) of Congregation Beth Israel serves on the Executive Committee and participates in achieving the mission and vision of the Synagogue.

II. Role

The Secretary of the Board of Directors (Board) of Congregation Beth Israel is responsible for timely documentation of activities and decisions of the Board of Directors including minutes of meetings, policies passed, committee and job descriptions approved and new members accepted.

Working in collaboration with related committees and other Board members, the Secretary ensures that accurate and sufficient records of the Synagogue are maintained, organized, and accessible for the purpose of continuity of policies and practices.

III. Responsibilities

A. Board of Directors Meetings

1. Posts the agenda electronically at least one week prior to Board meetings. Sends the agenda to the Webmaster for posting on the website.
2. Calls the meeting to order, in the absence of the President and Vice-President, presiding until a temporary chairperson is elected.
3. Takes accurate minutes for all Board meetings. Minutes include at a minimum:
 - a. Date, time, location of meeting.
 - b. List of those present and absent.
 - c. Determination of a quorum.

- d. List of items discussed.
- e. List of reports presented.
- f. Text of motions presented and description of their disposition.
4. Ensures that the synagogue's Bylaws, policies, and 1 year of Board minutes are available at all meetings.
5. Posts minutes electronically within one week after the meeting, for Board review, correction and approval. Forwards approved minutes to the Webmaster for posting on the website. Stores minutes electronically.
6. Ensures that all Reports to the Board are sent to the Webmaster for posting. The regular monthly reports, at this time, include:
 - a. Rabbi's Report
 - b. President's Report
 - c. Treasurer's Report
 - d. Keshet Report
 - e. Facilities Management and Maintenance Committee Report
7. Notifies the Administrative Assistant, the Chair of the Membership Committee and the Webmaster of new members approved, including their contact information and interests.
8. Marks all approved policies with date approved and sends them to the Webmaster for posting. Adds new policies to Policy Manual.
9. Ensures documentation is complete and meets legal requirements as it becomes the ongoing record of the Board's governance and decision-making.

B. Annual Congregational Meetings

1. Notifies members of meeting date, time, and purpose at least ten days prior to the date of the meeting per requirements of congregational Bylaws.
2. Documents all votes and decisions/motions passed.
3. Records number of members in attendance.

C. Other Responsibilities

The Secretary shall be responsible for other duties as outlined in the Bylaws, including but not limited to signing and executing, with the President, certain documents as enumerated in the Bylaws.

IV. Qualifications

- A. Shall be a member of the Board of Directors.
- B. Shall have the ability to document meeting proceedings effectively and objectively.
- C. Whenever possible, shall have served as a Board member for a minimum of two years.