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**Seeds to Flowers, Inc**

**Secretary Board Member Job Description**

**Mission**

Seeds to Flowers, Inc empowers girls in low income communities through education, leadership and personal development.

**Position**

The Secretary provides administrative and clerical support to the Board, through the timely and accurate collection and sharing of information directly related to its activities. The Secretary ensures that the Board is well informed and that its activities are well documented for the use of Board members, the Governance Committee and relevant government bodies.

**Reports to**

Board Chair or Board of Directors, as appropriate

**Secretary Responsibilities:**

* Serves on the Executive Committee
* Keeps copies of the organization’s bylaws and the Board’s policy statements
* Keeps lists of officers, Board Members, committees and General Membership
* Notifies Board Members of meetings. Keeps record of Board attendance
* Makes sure that there is a quorum at Board meetings
* Keeps accurate Minutes of meetings
* Records all motions and decisions of meetings
* Signs Board Minutes to attest to their accuracy
* Records all corrections to Minutes
* Keeps copies of Minutes of both Board and committee meetings
* Keeps accurate record of Executive Committee meetings
* Distributes copies of Board Minutes and actions to Board Members promptly after meetings
* Distribute copies of Executive Committee Minutes and actions to Executive Committee Members promptly after meetings
* Conducts general Board correspondence
* Keeps records of all Board correspondence
* Signs official documents of the organization as required
* Orients the new Secretary as needed
* Makes sure members are notified of Annual General Meetings
* In the absence of the Chairperson and Vice-Chairperson, chairs Board meetings until the election of an alternate Chairperson.

**Experience**

Minimum of two years’ experience in administration in a paid or volunteer setting. Strong organizational skills, time and ability to meet deadlines and produce notes and minutes in a timely manner for distribution and action by the Board. Excellent notetaking, transcription, and computer literacy skills.

**Knowledge**

An understanding of the effective functioning of a charitable organization and impoverished neighborhoods and needs. Personal: Sensitivity to group dynamics and familiarity with structure and process of board and/or committee meetings. Decisive, innovative, and flexible with the ability to compromise and strongly service

**Fundraising**

In addition to supporting the annual fundraising plan of Seeds To Flowers, Inc, Board Members will also commit to making annual gifts of no less than $250. This annual gift can be contributed as an out of pocket contribution, or a “get” in which the Board Member raises funds on their own to meet their financial commitment.

**Board terms/participation**

Seeds To Flowers, Inc Board Members will serve a two-year term. Board Members will be eligible for re-appointment for second terms, but cannot serve for more than two consecutive terms in a row. If after serving two consecutive terms and a Board Member wishes to return to Board service, it will be at the discretion of the current board members. If a Board Member is voted off of the Board, they are ineligible to reapply for Board Membership. Board meetings will be held every month during the first two years of organization.

**\*Service on Seeds To Flowers, Inc’s Board of Directors is unpaid and voluntary\***

**APPLICATION PROCESS:**

Interested applicants must complete the Board Application, located at the Seeds To Flowers, Inc

website at: <https://seedstoflowers-inc.org/> and submit it, along with a current resume to:

Pamela Andrews

Executive Director

Email: pandrews@seedstoflowers-inc.org