**Member of the Board of Directors – Secretary**

This is an extraordinary opportunity for an individual who is passionate about Rahab’s Hope mission/vision/value and who has a track record of leadership and service.

**Mission** - Rahab’s Hope extends financial assistance and community resources to support individuals and families that are experiencing financial hardships and are at risk of homelessness. Our services aid in obtaining and maintaining housing stability throughout Montgomery County.

**Vision** - Our vision is to reduce poverty and end the cycle of homelessness in the lives of our program participants within in Montgomery County and surrounding areas.

**Value** - To serve others through love. To create an environment of outreach that extends love, brings hope and faith in Jesus Christ without exclusion of others beliefs and backgrounds.

John 15:12 – This is my commandment, that you love one another as I have loved you.

**Position**

The secretary position is an active conduit for communication and should be knowledgeable of the organization’s records and related materials, providing advice and resources to the board on topics such as governance issues, amendments to the state laws, and the like, that will assist in fulfilling duties. As the custodian of the organization’s records, the secretary is responsible for maintaining accurate documentation and meeting any legal requirements. Service on Rahab’s Hope Board of Directors is without remuneration.

**Time Commitment**

* 6 meeting per year – Approximately 2 hours each
* Special meetings throughout the year may occur
* Time commitment: At least 10-15 hours/month

**Secretary/Legal Responsibilities**

* The corporate secretary will keep, or cause to be kept, a book of minutes of all meetings of board members.
* File for the annual corporation annual report each year
* Keep directors/officers contact information up-to-date
* Keep a copy of the bylaws of the corporation, as amended or otherwise altered to date, certified by him or her and all other board related documents.
* Will give notice of all meetings of directors by the provisions of these bylaws.
* Be familiar with and refer to the bylaws, especially for the guidelines covering the place of meeting, special meetings, notice of meetings, waiver of notice, quorum & voting and action without meeting.
* Create newsletters (2-4/year) and brochures (when/if necessary)

**Governance**

* Ensure adherence to policies and procedures
* Ensure the sound financial standing of the company. Faithfully read and understand the organization’s financial statements. Participate in the approving organizational budgets.
* Ensure policies and procedures reflect best practice and keep the organization compliant with the law. Participate in reviewing, revising and creating organizational policies and procedures.

**Fundraising**

* Participate in fundraising events
* In collaboration with the board, generating substantial annual revenue and fostering Rahab’s Hope overall financial health.
* Personally, treating Rahab’s Hope as a top philanthropic priority reflected in an annual financial gift.
* Identifying, qualifying, cultivating, soliciting, and stewarding major individual donors, corporate, and/or foundation gifts

**Board terms/participation**

Rahab’s Hope Board Members will serve a three-year term to be eligible for re-appointment for additional terms. Board members are encouraged to remain active during each term.

**Qualifications**

This is an extraordinary opportunity for an individual who is passionate about Rahab’s Hope mission/vision/values and who has a track record of leadership and service. His/her accomplishments and service will allow him/her to attract other passionate, well-qualified, high-performing Board Members.  
Ideal candidates will have the following qualifications:

* Excellent Communications skills - verbal, written and organizational skills
* Excellent computer skills: Microsoft Office, Google Drive, Email, Applications, etc
* Experience working with Non-profit organizations
* Compassion/passion and desire to service the homeless and impoverished community

**To Apply:** Visit <https://rahabshope.org/get-involved-and-serve> or contact Preshuis Williams at info@rahabshope.org